

RACI Matric – Example

	Clinical Champion	Project Manager	Clinical Informaticist	Business Manager	Training Coordinator
<i>Contract</i>	C	A	C	R	I
<i>Clinical Workflow</i>	C	A	R	C	C
<i>Technology System Changes</i>	C	A	R	C	I
<i>Scheduling Protocols</i>	C	A	R	I	I
<i>Training Plan</i>	C	A	C	I	R

R = Responsible | A = Accountable | C = Consulted | I = Informed

RACI Matric – Blank

<i>Contract</i>						
<i>Clinical Workflow</i>						
<i>Technology System Changes</i>						
<i>Scheduling Protocols</i>						
<i>Training Plan</i>						
<i>Marketing</i>						
<i>Regulatory / Compliance</i>						

R: Responsible – The individual(s) who complete the task. There should be at least one person responsible.

A: Accountable – The individual who is ultimately answerable for the task and signs off on work. There should be only one accountable person per task.

C: Consulted – The individual(s) who provide input and expertise. Two-way communication is required.

I: Informed – The individual(s) who need to be kept updated on progress. One-way communication.