

RACI Matrix

RACI Matrix: {{PROJECT_NAME}}

“ **Project:** {{PROJECT_NAME}} **Version:** {{VERSION}} **Date:** {{DATE}}
Author: {{AUTHOR}} **Status:** Draft | In Review | Approved **Reviewers:**
{{REVIEWERS}}

Document History

Version	Date	Author	Changes
0.1	{{DATE}}	{{AUTHOR}}	Initial draft

1. Purpose & How to Use This Matrix

This RACI matrix defines responsibility assignments for all activities and deliverables in the **{{PROJECT_NAME}}** project. It serves as the authoritative reference for:

- Who does the work (Responsible)
- Who is ultimately answerable for the outcome (Accountable)
- Who provides input and expertise (Consulted)
- Who needs to be kept informed (Informed)

Conflict resolution: When disagreements arise about ownership, refer to this document. Disputes escalate to the Accountable party, then to John (AI Director) if unresolved.

2. RACI Definitions

Letter	Role	Definition	Rule
R	Responsible	The person(s) who do the work to complete the activity	Can be multiple per activity
A	Accountable	The one person who is ultimately answerable; signs off on completion	MUST be exactly ONE per activity
C	Consulted	Provides expertise/input; two-way communication required	Optional; should be minimized
I	Informed	Kept up to date on decisions/progress; one-way communication	Should be only those who need to know

Common Mistakes to Avoid:

- Multiple A's on one activity — pick one, make others C or I
- No R — every activity must have someone doing the work
- Too many C's — consult only who truly adds value; too many slows work down
- Missing I's — key stakeholders left uninformed create escalations

3. Project Roles

Role Code	Role Title	Person / Agent	Org	Notes
CEO	Chief Executive Officer	Alem	ALAI	Strategic decisions, final budget approval
JD	AI Director	John	ALAI	Delivery accountability, agent coordination
PM	Project Manager	{{NAME/AGENT}}	ALAI	Day-to-day coordination, reporting
PO	Product Owner	{{NAME/AGENT}}	ALAI / Client	Backlog, requirements prioritization
BA	Business Analyst	{{NAME/AGENT}}	ALAI	Requirements elicitation, documentation
TL	Tech Lead	{{NAME/AGENT}}	ALAI	Architecture, code review, technical decisions

Activity / Deliverable	CEO	JD	PM	PO	BA	TL	DEV	DES	QA	OPS	CS	CPO
Stakeholder identification	I	C	R	C	R						A	C
Communication Plan	I	C	A	C	R						I	I
Risk Register (initial)	I	C	A	C	C	R					C	I
RACI Matrix	I	A	R	C							I	
Project kick-off meeting	I	A	R	R	R	R	R	R	R	R	A	R

4.2 Requirements & Analysis

Activity / Deliverable	CEO	JD	PM	PO	BA	TL	DEV	DES	QA	OPS	CS	CPO
Discovery workshops	I	I	C	A	R	C					C	R
Business Requirements Doc (BRD)	I	C	I	A	R	C					C	R

Activity / Deliverable	CEO	JD	PM	PO	BA	TL	DEV	DES	QA	OPS	CS	CPO
Functional Requirements (FRS)	I	C	I	A	R	R	C	C	C		I	R
Non-Functional Requirements	I	C	I	C	R	A	C		C	C	I	C
User Stories (backlog creation)	I	I	I	A	R	C	C				I	R
Requirements sign-off	A	C	I	C	R	I					A	R
Requirements Traceability Matrix	I	I	I	A	R	C			R		I	I

4.3 Design

Activity / Deliverable	CEO	JD	PM	PO	BA	TL	DEV	DES	QA	OPS	CS	CPO
UX research / user flows	I	I	I	C	C			A			I	R

Activity / Deliverable	CEO	JD	PM	PO	BA	TL	DEV	DES	QA	OPS	CS	CPO
Wireframes	I	I	I	C	C			A			I	R
High-fidelity mockups	I	I	I	C		C		A			R	C
Design system / style guide	I	I	I	C		C	C	A			I	I
Design review & approval	I	C	I	C		C		R			A	C
Technical architecture design	I	C	I	C	C	A	R			C		
Architecture Decision Records (ADRs)	I	C				A	R			C		
Database schema design	I		I	C	C	A	R			C		
API contract design	I		I	C	C	A	R					

Activity / Deliverable	CEO	JD	PM	PO	BA	TL	DEV	DES	QA	OPS	CS	CPO
Sprint retrospective		I	A	R	R	R	R	R	R	R		
Technical documentation			I			A	R					

4.5 Testing & Quality Assurance

Activity / Deliverable	CEO	JD	PM	PO	BA	TL	DEV	DES	QA	OPS	CS	CPO
Test plan creation	I		I	C	C	C			A			I
Test case creation			I	C	C	C	C		A			I
Unit testing execution			I			C	R		A			
Integration testing			I			C	R		A	C		
Performance testing			I	C		C			A	C		I
Security testing		C	I			C			A	C		

Activity / Deliverable	CEO	JD	PM	PO	BA	TL	DEV	DES	QA	OPS	CS	CPO
UAT preparation			R	A	R				R		I	C
UAT execution			I	C					C		R	A
UAT sign-off	I	C	I	C					C		A	R
Defect triage			I	C		C	R		A			
Regression testing			I			C	R		A			
Go/No-Go decision	I	A	C	C		C			R	C	C	C

4.6 Deployment & Launch

Activity / Deliverable	CEO	JD	PM	PO	BA	TL	DEV	DES	QA	OPS	CS	CPO
Deployment checklist		C	I			C	C		C	A		
Staging deployment			I	I		C	R		R	A		
Production deployment		C	I	I		C	R		R	A		

Activity / Deliverable	CEO	JD	PM	PO	BA	TL	DEV	DES	QA	OPS	CS	CPO
DNS / SSL setup						C				A		
Monitoring / alerting setup			I			C				A		
Go-live communication	I	I	A	R							I	R
Launch announcement	I	I	A	R				C			C	C
Post-launch monitoring (48h)		C	I			C			R	A	I	

4.7 Post-Launch & Maintenance

Activity / Deliverable	CEO	JD	PM	PO	BA	TL	DEV	DES	QA	OPS	CS	CPO
Post-launch review (30 days)	I	C	A	R	R	R	R		R	R	C	R

Activity / Deliverable	CEO	JD	PM	PO	BA	TL	DEV	DES	QA	OPS	CS	CPO
Lessons learned documentation	I	C	A	R	R	R	R	R	R	R	I	I
Handover documentation	I	C	A	R	R	A	R	R		R	C	I
Bug fix triage			I	A		C	R		R		I	C
Performance optimization			I	C		A	R		C	C		
Client training			C	C	R	C					I	A
Project closure sign-off	A	C	R								A	

5. Escalation Matrix

Escalation Level	Trigger	Escalate To	Response Time	Resolution Time
L1	Task-level disagreement	Tech Lead (technical) / PM (process)	4 hours	1 business day
L2	Role/accountability dispute	PM + John	4 hours	1 business day
L3	Scope/priority conflict	John + PO	2 hours	Same day
L4	Contract/budget/strategic decision	John + Alem	4 hours	2 business days

Escalation Level	Trigger	Escalate To	Response Time	Resolution Time
L5	External/client dispute	Alem + Client Sponsor	24 hours	3 business days

6. Handling Common RACI Conflicts

Issue: Multiple people marked A on same activity Action: Hold a 15-minute meeting; the most senior person or domain owner retains A; others become R or C.

Issue: No one marked R on an activity Action: PM escalates to John immediately. A without R = activity will not get done.

Issue: Too many C's (>4) on a single activity Action: Review each C — can they be demoted to I? Consult only those who provide unique value.

Issue: Key stakeholder says "I didn't know about X" Action: Review their I assignments; add missing I designations; improve communication plan frequency.

Issue: Team member disputes their R assignment Action: Discuss with PM; if skill gap, arrange training or reassign; document decision.

7. Review Cadence

Trigger	Review Type	Owner
Project phase change	Full matrix review	PM
New team member joins	Role assignments update	PM
Team member leaves	Responsibility reassignment	PM
Scope change approved	Impact on roles	PM + PO
Monthly	Sanity check; any gaps?	PM
Project retrospective	Lessons for next RACI	PM

Approval

Role	Name	Date	Signature
Author			

Role	Name	Date	Signature
Reviewer			
Project Manager			
AI Director (John)			
Project Sponsor			

Revision #4

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