

RACI Matrix Template

Define the deliverables to achieve business objectives and assign an R,A,C, and/or I to the different persons, roles, or teams being involved in an innovation project.

Deliverable	Person A	Person B	Person C	Person D	Person E	Person F

R

Responsible
The person who **does the work** to complete the task

A

Accountable
The person who **approves the work**

C

Consulted
People who are **consulted for input** or expertise

I

Informed
People who are **kept up to date** on progress or decisions