1. Use the first column to identify the outputs or tasks
2. Use additional columns to identify the stakeholder
3. Assign a R.A.C.I value to each stakeholder for each task
4. There must always be at least a ‘**responsible’** and ‘**accountable’**– sometimes they are the same stakeholder
5. **Consulted** means the stakeholder approves or depends on the output, so they get a” vote” in the process
6. **Informed** means they are kept in the loop but do not have a vote or the ability to interrupt the process. *This can be extremely useful for stakeholders who tend to derail projects even though they have no actual ownership or approval rights.*
7. Using a RACI format allows you to identify the responsibilities and authority of stakeholders at the beginning of the project or process.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *SAMPLE Contracting PhaseR.A.C.I* | Vendor Management Team | Procurement | Vendor Owner | Legal |
| Identify business requirements for inclusion in the contract | I | A | R | C |
| Document Service Level Agreements for inclusion in the contract | I | A | R | C |
| Ensure post-contract issue remediation and due dates are in the contract | C | R | A | I |
| Final Contract Negotiation |  | R | A | C |
| Final Contract Review and Approval | I | C | I | A/R |
| Route for signatures |  | R | I | A |

