

Defining Ownership / RACI

Eliminate role ambiguity and map clear decision rights across your team.

Responsible (R)

- Who is the 'Doer' actually rolling up their sleeves to complete this?
- Is this person overloaded with too many 'R' assignments across the board?

Accountable (A)

- Who is the single 'Owner' where the buck stops?
- Is there exactly one 'A' assigned to prevent a bottleneck or diffusion of responsibility?

Consulted (C)

- If we don't consult this Subject Matter Expert, what specific risk are we taking on?
- Is communication truly two-way before work is finalized?

Informed (I)

- Are we informing this spectator because they need to act on the information, or just to make them feel important?
- How will they be notified after the fact?