



RACI

Project name:

Project manager:

R - Person responsible for the task

A - Person accountable for the task

C - Consulted.

I - Kept informed

Task	[Name of person or department]	[Name of person or department]	[Name of person or department]	[Name of person or department]	[Name of person or department]	[Name of person or department]	[Name of person or department]	[Name of person or department]	[Name of person or department]
[Enter task or activity]		[R]		[A]		[C]	[I]		

[Name of person or department]		
[Name of person or department]		
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[Name of person or department]		
Task		

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