

RACI Matrix

Team Members:

RACI Matrix for Research Project Tasks

Each team member should put their initials in a box along the top row. Then each major task related to the research experience project should be typed into the “Task” column. The letters **R**, **A**, **C**, and **I** should be typed into the box that corresponds to which person is **Responsible**, **Accountable**, **Consulted**, or **Informed** for each task (see definitions below the table). Feel free to add or delete columns and rows as needed.

Task	[Initials]	[Initials]	[Initials]	[Initials]	[Initials]	[Initials]	[Initials]	[Initials]
(e.g., Teaching R)	I		A		R	C		

Responsible: Person who carries out the task and makes sure it gets done

Accountable: Person who has ultimate accountability that the task gets done well

Consulted: Person whose expertise helps improve the task, but is not the one doing the task

Informed: Person who needs to receive output once a task is completed