

# LEADERSHIP

## THE RACI MODEL

**RACI Charts** (Responsible, Accountable, Consulted, Informed) help clarify and visually show roles and responsibility of tasks. RACI can be used in combination with other Project Management tools such as a schedule and communication plan. Team involvement is key for the acceptance and use of the RACI Chart. Utilize your RACI frequently to assist with efficient team work and positive communication.

**R**ESPONSIBLE: The person responsible for completing the task.  
Required, but can have multiple per task.

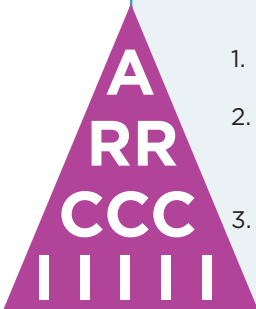
**A**CCOUNTABLE: The person accountable of process to be completed appropriately.  
Required but **ONLY ONE** per task.

**C**ONSULTED: The person/role who is consulted **BEFORE** a task.  
Not required for each task.

**I**NFORMED: The person/role who is informed, **AFTER** a task is done.  
Not required for each task.

### TIPS & TRICKS:

1. Only one person can be **accountable**.
2. Keep **responsible** individuals to a minimum.
  - > Too many R's creates confusion so consider dividing into sub-tasks.
3. Look for resource workload issues and consider redistributing the work.



Task	Regional Council Member	Steward Liaison	Full Time Steward	Steward at Large	Steward Coordinator	Worksite Stewards	Members	LRO
Task 1								
Task 2								
Task 3								
Task 4								