

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.

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

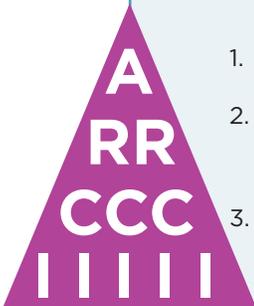
ACCOUNTABLE: The person accountable of process to be completed appropriately.
Required but **ONLY ONE** per task.

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

INFORMED: 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								