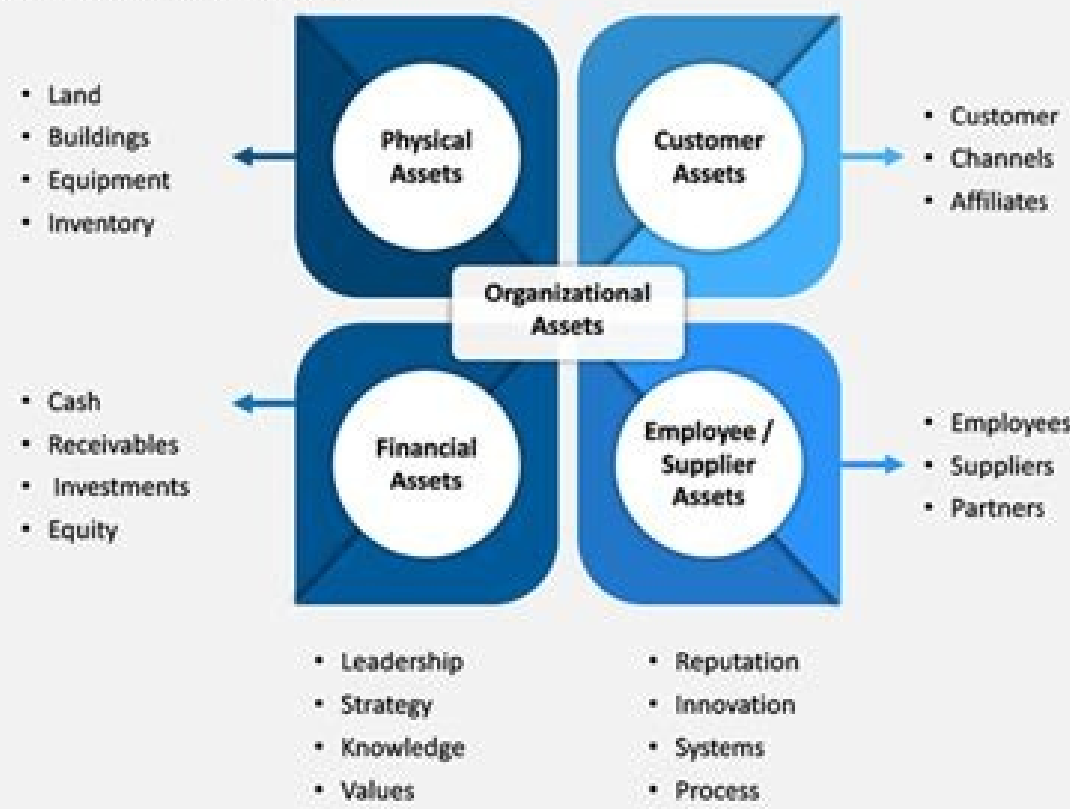


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Linear Responsibility Chart	Nathan Jordan	Richard Patrican	Andrew Cedeno	Dr. Wu	Dr. Reagle
1.0 Understand Customer Requirements	2	1	2	5	5
1.1 Clarify Problem Statement	3	1	1	3	3
1.2 Conduct Research	2	1	1	3	3
1.3 Develop Objectives Tree	2	1	1	4	4
1.3.1 Draft Objectives Tree	2	1	2	4	4
1.3.2 Review W/ Client	2	1	1	4	4
1.3.3 Revise Objectives Tree	2	1	1	4	4
2.0 Analyze Function Requirements	3	1	1	4	3
3.0 Design prototypes	2	1	1	4	3
3.1 Draw Paper Sketches	2	1	2	4	3
3.2 3D Drawings on Autodesk	2	1	1	4	3
4.0 Build Prototype	2	1	1	4	3
4.1 Build Basic Mockup	2	2	1	4	3
4.2 Finalize Second Prototype on Autodesk	2	1	1	4	3
4.3 Order Parts	2	1	1	4	3
4.4 Print Final Prototype Using 3D Printer	2	1	1	4	3
4.5 Assemble Device With Ordered Parts	2	1	1	4	3
5.0 Evaluate Alternatives	1	1	1	3	3
5.1 Weigh Objectives	3	3	1	3	3
5.2 Develop Test Protocol	2	1	1	3	3
5.3 Conduct Tests	1	1	1	2	2
5.4 Report Test Results	1	2	2	3	3
6.0 Select Preferred Design	2	1	1	3	3
7.0 Document Design Results	2	1	1	2	2
7.1 Design Specifications	2	1	1	4	6
7.2 Draft Final Report	2	1	2	2	2
7.3 Design Review w/ Client	2	1	1	4	4
8.0 Project Management	1				
8.1 Weekly Meetings	2	1	1	4	5
8.2 Develop Project Plan	2	1	1	4	4
8.3 Track Progress	2	1	1	4	4
8.4 Progress Reports	2	1	1	4	4

ORGANIZATIONAL PROCESS ASSETS

Enter your sub headline here



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[Company Name] Action Plan
[Project Name] [Version Number]

Document History

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Revision History

Revision Number	Revision Date	Summary of Changes	Author

Reference Documents

Please see the following documents for more information:

Document Name	Version	Author

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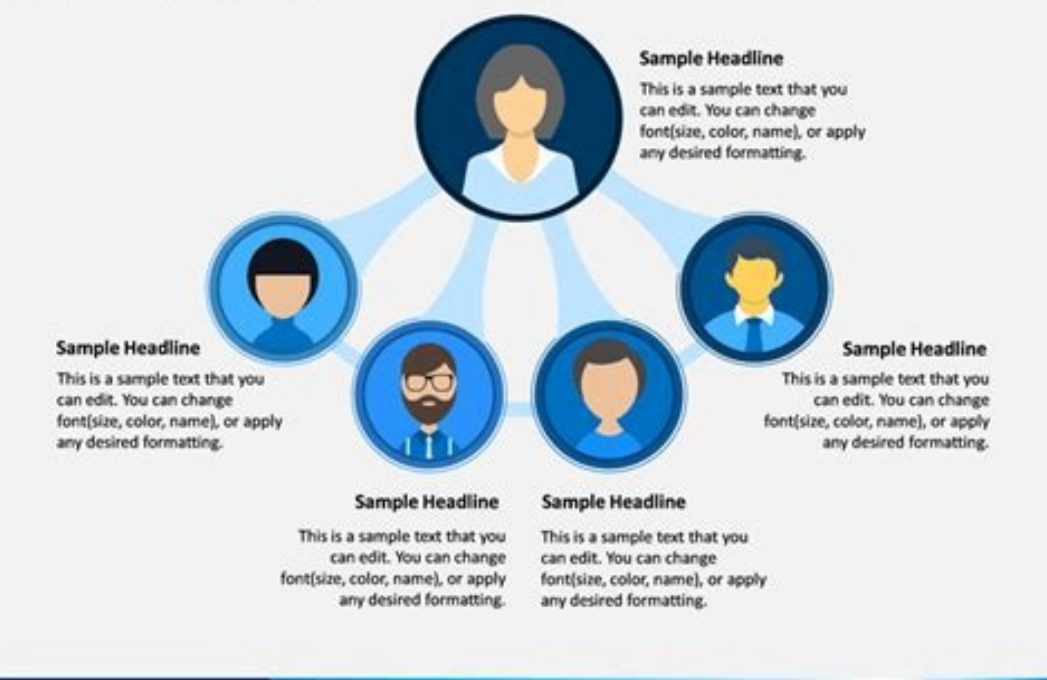
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MANAGEMENT TEAM

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Delegated authority	
Authority	Responsibility
Accounting	Accounting
Advertising	Advertising
Business Development	Business Development
Customer Service	Customer Service
Finance	Finance
Human Resources	Human Resources
Information Technology	Information Technology
Legal	Legal
Marketing	Marketing
Operations	Operations
Product Development	Product Development
Project Management	Project Management
Quality Assurance	Quality Assurance
Research and Development	Research and Development
Sales	Sales
Supply Chain Management	Supply Chain Management
Training and Development	Training and Development
Warehouse	Warehouse
Manufacturing	Manufacturing
Customer Support	Customer Support
Product Support	Product Support
Customer Success	Customer Success
Business Operations	Business Operations
Business Development	Business Development
Customer Service	Customer Service
Finance	Finance
Human Resources	Human Resources
Information Technology	Information Technology
Legal	Legal
Marketing	Marketing
Operations	Operations
Product Development	Product Development
Project Management	Project Management
Quality Assurance	Quality Assurance
Research and Development	Research and Development
Sales	Sales
Supply Chain Management	Supply Chain Management
Training and Development	Training and Development
Warehouse	Warehouse
Manufacturing	Manufacturing
Customer Support	Customer Support
Product Support	Product Support
Customer Success	Customer Success
Business Operations	Business Operations

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The RACI Chart Template is an essential management tool that helps teams keep track of roles and responsibilities and avoid confusion during projects. From complex, cross-functional team projects to internal, ongoing tasks, a RACI matrix enables you to clarify roles and delegate tasks, bringing your team together to execute your project. Project managers and team leads can use this tool to align with stakeholders and project members, ensuring everyone is on the same page and aware of their role and responsibility. What does RACI stand for? RACI stands for Responsible, Accountable, Consulted, and Informed. Each of these words describes the person's role, and the last two are differentiated by what type of communication they should engage in during the project. Responsible: Who is responsible for the work? They must finish a given project, process, or element of a project. Accountable: Who is accountable for the outcome and the process? They must be accountable for the completion of the task. As a recommended best practice, there should only be one accountable person assigned to a given project. This person serves as all stakeholders' point of contact throughout the project. Consulted: Who should you consult if there is a problem with the project? They must provide information to stakeholders. If stakeholders have suggestions about changes that need to be made, or if they encounter issues, they report to the Consulted. Informed: Who should you inform if you make a change to the project? They must be kept informed of progress. Their role is not necessary to provide feedback or suggest changes. However, it would be best if you kept them apprised of any changes, roadblocks, problems, or milestones. Why use the RACI matrix? The RACI matrix is a very popular tool when managing projects as it brings clarity and sets expectations. Here is a list of benefits of using a RACI matrix, but keep in mind not every project will need one. More engagement. The RACI matrix allows your employees to engage more deeply with a project. Each employee on your team fits into a category of the RACI matrix. It helps to reduce confusion about ownership and processes. Instead of clarifying expectations and responsibilities, your teammates can focus on their roles. More scalability. Once you have assigned employees to each part of the RACI matrix, training new hires and extending your processes becomes easier. It helps you scale your team. New hires can get up to speed quicker since their roles and responsibilities are clearly laid out in the matrix. Conflict resolution. The RACI matrix reduces opportunities for friction between employees and management. Since every employee has a well-defined role, they know the scope of their responsibilities -- and who to talk to if they have questions. Increase efficiency. Use a RACI matrix to increase your efficiency. Filling out a RACI matrix makes it easier to set up meetings that have clear agendas and that aren't redundant with other meetings. Invite stakeholders to your meetings without worrying about whether they should be there or whether their time would be better spent elsewhere. How to use the RACI Matrix Template Use the RACI Matrix Template when kicking off projects. It helps you to clarify roles and responsibilities. Here is how you can use and adjust the template to your needs: Select the ready-made RACI Matrix Template. Add the teams or departments participating in your project by editing the template rows. Analyze roles and responsibilities and assign them to each member of the project. You can add extra rows to your template by simply clicking on the three-dot icon and clicking on the "add row" symbol. Tag them with @mention or add a comment so they know roles have been assigned and they can give you feedback. Before attaching it to any other project board or document, share it with your team, and iterate if needed. Example of a RACI Matrix Let's say you are launching a new product feature. As the project manager, use the RACI Matrix to map everybody's roles and responsibilities on the project. This will ease communication and help everyone understand their role and who they should reach out to regarding decision-making, execution, or project advice. Here is an example of teams to include on your RACI Matrix if you are launching a product feature: Program Management, Product Management, Design, Product Marketing, Data analytics, Legal and compliance, Brand marketing, Customer success. Each team member will have a different role and responsibility, depending on how your organization is built and the project is created. After selecting all teams to get this project up and running, assign roles and responsibilities and tag team members in comments. Ask them to confirm if the role is accurately assigned or if they have any questions or concerns about the RACI. To finalize, add your RACI Matrix to any other board of project documentation so your team can consult and go back to it whenever needed. Team organization is the key to every large project. When every person knows exactly what his/her role is in the project, then success rates skyrocket. The RACI matrix (sometimes called RACI diagram or RACI chart) was created to ensure that all stakeholders are on the same page, and working together in unison. With our free RACI matrix template, you can get your own team organized and working better together. What is a RACI Matrix? A RACI Matrix is a chart that identifies and defines the roles and responsibilities of team members in relation to the tasks in a project. A RACI matrix uses the letters R, A, C, and I to categorize team responsibilities. RACI stands for Responsible, Accountable, Consulted, Informed. ProjectManager's free RACI matrix template for Excel. Responsible (R) This is someone who is responsible for getting the work done. When labeled "responsible" in a RACI matrix, it indicates that the person is expected to be hands-on when executing the task. Accountable (A) This is the person who is responsible for overseeing the task and making sure the work gets done properly. They are not hands-on with the work, but instead, they are managing and ensuring the completion of the work. Consulted (C) This person assists by providing information and support about a particular task or deliverable. They are not directly responsible for a task, but instead, they provide necessary information that will help the R get their work done. Informed (I) This person or group of people is to be kept up to date on the progress of a task or deliverable. This is commonly upper-management or a client who should understand the progress of the project but does not have immediate input on the completion of the work. Why Use a RACI Matrix Template? A RACI matrix template can be the key to a successful project. When used properly, a RACI Matrix is the guiding document that every team member will refer to as the project progresses. It keeps a project on track by clearly defining who is responsible for what. When every team member knows exactly what their responsibility is, a team can avoid miscommunication, wasted time and confusion. A RACI matrix helps to avoid the "too many cooks in the kitchen" problem, where too many team members try to give an opinion, which can lead to delays and unneeded stress. The RACI matrix clearly lays out who is performing this task (R), who should weigh in on it (C), and who has the final say on it (A). Once you have defined the roles and responsibilities of your project team, you need project management software to get them working efficiently. ProjectManager connects your team with online features that facilitate collaboration and reporting. Team members who are responsible can manage their assignments and execute work together on kanban boards. Stakeholders who need to stay informed get customizable, automated reports. Managers who are accountable can monitor performance and progress on real-time dashboards. ProjectManager is the one tool for everyone on the team. Try it for free today! Stay informed on project performance and progress with real-time dashboards from ProjectManager How to Use the RACI Matrix Template Step 1: List the Project Tasks In column 1, beneath the "Project Tasks" header, you will list all of the tasks that will be completed as part of this project. In our example, we categorized the tasks into different project phases in order to keep things more organized. If you wish, you can remove the project phases and instead just do a large list of tasks, but we've found the project phases to be helpful. Step 2: List All of Your Team Members Next, locate the light blue bar. Going from left to right, we are going to add all of your team members to this section. Include every stakeholder in your organization, even if they won't be working directly on the project. We find it helpful to use the job title/role in this section, but you could also use stakeholder names instead. We tend to use job titles so this document is useful for someone looking at the matrix who may not be familiar with everybody's name. Step 3: Assign R, A, C, I to Each Task Locate your first task of the project (this should be whichever task you have listed highest in Column A). Once you've located your first task, move across the matrix to the right. Decide who will be (R) Responsible for executing the work on this particular task. Remember, R is for the person who will actually be performing the work on this task. Continue moving to the right, and next you will choose who will be (A) Accountable for this task. The person who you label as (A) Accountable is the person who will be responsible for ensuring that the task is done properly and in a timely manner. Next, you will decide who will be (C) Consulted on this task. Remember, (C) means that a person will be asked for help or advice on a task, and they will work with the responsible team member to complete the task. In some cases, you will not have a C for a task and that's OK. Finally, for each task, you will decide who will be informed about the task's progress. This stakeholder will be labeled as (I) Informed. If someone is labeled (I) for this task, they will be updated about the progress of the task, but they will not have direct feedback going back to the person responsible for the task. An informed person is a one-way communication, as compared to a consulted person who has two-way communication about the task. Most tasks will have an informed person, however, there will be some cases where there is no I needed. Step 4: Share the Document Once your RACI chart is fully filled out, it is important to share the document with all of the team members on this project. This is an important step because a RACI matrix is most helpful when each team member understands exactly what their role is at each step of the project. Related RACI Matrix Content In addition to our free project management templates, our website is packed full of useful resources. Here are a few other blogs and training videos that can help you manage stakeholders better. ProjectManager Can Help You Manage Projects Better A RACI matrix is a good way to organize and visualize a project, but by no means is it the only tool you can use. ProjectManager offers a whole suite of related project management tools that you should try out. A few of them are listed below. Gantt Charts ProjectManager has online Gantt charts that take your task list and turn it into a project schedule. From the Gantt chart, you can assign team members to tasks, track their progress and keep stakeholders updated. Project Dashboards ProjectManager is a cloud-based project management software. That means its real-time dashboard is showing you progress as it happens. This is a great way to monitor progress from a high-level view. Project Reports To get more detailed information, ProjectManager has easy-to-use reports that can be filtered to show just the data you want. This can be incredibly useful for managing those stakeholders you identified in your RACI diagram. Try out these other tools to see how you and your team can be more organized and more efficient when working together! Try ProjectManager today for free with this 30-day trial.

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