

Project XYZ
RACI Chart

Role	Planning & Definition							Execution									Implementation & Closure			
R - Responsible A - Accountable C - Consulted I - Informed	Project Management Plan	Project Schedule	Project Budget	Interface Design	Customer Requirements	Staff Requirements	Use Cases	Technical Specifications	Test Plans & Scripts	Unit Testing	Status Reporting	Change Management	System Testing	Training Plans	User Acceptance Testing	Implementation Plans	Training Materials	Training	Documentation	Project Closure
IT Manager	A	A	R, A	A	C	C	A	A	C	C	A	R, A	A	A	C	R, A	C	A	A	A
Project Manager	R	R	C	I	I	I	I	I	I	I	R	C	C	C	I	C	I	C	C	R
Systems Administrator	C	C	C	C	I	I	I	R	C	I	C	C	R	C	I	C	I	I	I	C
Web Administrator	C	C	I	R	C	C	C	C	A	C	C	C	R	C	C	C	I	C	C	C
Web Services Librarian	I	C	I	R	C	C	R	I	R	A	I	I	R	R	R	I	R	R	R	I
Web Services Library Assistan	I	C	I	C	I	I	I	I	C	R	I	I	C	I	I	I	C	I	I	I
Web Services Library Assistan	I	I	I	C	I	I	I	I	C	R	I	I	C	I	I	I	C	I	I	I
Web Services Library Assistan	I	I	I	C	I	I	I	I	C	R	I	I	C	I	I	I	C	I	I	I
IT Technician	I	I	I	I	I	I	I	C	I	I	I	I	C	I	I	I	I	I	I	I
Public Services Manager	C	C	C	C	A	A	R	I	C	I	C	C	C	C	A	C	A	A	A	C
Public Services Librarian	I	C	I	C	R	R	C	I	C	I	I	I	I	R	R	I	R	R	R	I
Public Services Librarian	I	C	I	C	R	R	C	I	C	I	I	I	I	R	R	I	R	R	R	I
Library Assistant	I	I	I	I	C	C	I	I	I	I	I	I	I	I	C	I	C	I	I	I
Library Assistant	I	I	I	I	C	C	I	I	I	I	I	I	I	I	C	I	C	I	I	I