|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name:** | **Project Number:** | **Prepared by: (Project Manager)** | **Date:** |
|  |  |  |  |
| **Customer:** | **Business Unit:** | **Contact Name:** | **Project Type:** |
|  |  |  | Mini  Standard  Complex |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Introduction | The RACI matrix links project activities to resources to ensure the scope's components are each assigned to an individual, role, or team. | | | | |
| legend | **R** = Responsible | **A** = Accountable | **C** = Consulted | **I** = Informed | **S** = Sign-off Required |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| initiation phase | **sponsor** | **PM** | **tech lead** | **developer** | **tester** | **security** | **communications** | **training** | **support** |
| **project request** |  |  |  |  |  |  |  |  |  |
| **define objectives & Deliverables** |  |  |  |  |  |  |  |  |  |
| **project organization** |  |  |  |  |  |  |  |  |  |
| **cost estimate** |  |  |  |  |  |  |  |  |  |
| **risk assessment** |  |  |  |  |  |  |  |  |  |
| **justification statement** |  |  |  |  |  |  |  |  |  |
| **project charter** |  |  |  |  |  |  |  |  |  |
| planning phase | **sponsor** | **PM** | **tech lead** | **developer** | **tester** | **security** | **communications** | **training** | **support** |
| **scope statement** |  |  |  |  |  |  |  |  |  |
| **wbs** |  |  |  |  |  |  |  |  |  |
| **project schedule** |  |  |  |  |  |  |  |  |  |
| **communication plan** |  |  |  |  |  |  |  |  |  |
| **project budget** |  |  |  |  |  |  |  |  |  |
| **quality plan** |  |  |  |  |  |  |  |  |  |
| **specifications** |  |  |  |  |  |  |  |  |  |
| **architecture** |  |  |  |  |  |  |  |  |  |
| **design** |  |  |  |  |  |  |  |  |  |
| **test plan** |  |  |  |  |  |  |  |  |  |
| execution phase | **sponsor** | **PM** | **tech lead** | **developer** | **tester** | **security** | **communications** | **training** | **support** |
| **product development** |  |  |  |  |  |  |  |  |  |
| **quality control** |  |  |  |  |  |  |  |  |  |
| **QUALITY Assurance** |  |  |  |  |  |  |  |  |  |
| **Documentation** |  |  |  |  |  |  |  |  |  |
| **training development** |  |  |  |  |  |  |  |  |  |
| **configuration management** |  |  |  |  |  |  |  |  |  |
| closing phase | **sponsor** | **PM** | **tech lead** | **developer** | **tester** | **security** | **communications** | **training** | **support** |
| **system testing** |  |  |  |  |  |  |  |  |  |
| **rollout** |  |  |  |  |  |  |  |  |  |
| **user training** |  |  |  |  |  |  |  |  |  |
| **project close** |  |  |  |  |  |  |  |  |  |
| **lessons learned** |  |  |  |  |  |  |  |  |  |