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