

# **RACI CHARTING**

## **ROLES AND RESPONSIBILITIES**



**Shmula.com**

lean six sigma. simplified.

# **RACI OVERVIEW**

## **1. THE PURPOSE OF THE RACI PROCESS IS TO ANSWER THE FOLLOWING QUESTIONS**

- **WHAT FUNCTIONS, ACTIVITIES, AND TASKS MUST BE PERFORMED?**
- **WHO MUST PERFORM THEM AND WHAT IS THEIR LEVEL OF INVOLVEMENT?**

## **2. RACI IS A HIGHLY PARTICIPATIVE PROCESS THAT ENSURES OWNERSHIP OF THE RESPONSIBILITIES**

## TYPE/DEGREE OF PARTICIPATION CAN BE DEFINED

<b>R</b>	<b>RESPONSIBLE "DOER"</b>	<b>Individual(s) (Many) who perform an activity or take part in a decision - responsible for action/implementation.</b>
<b>A</b>	<b>ACCOUNTABLE "BUCK STOPS HERE"</b>	<b>Individual (One!!) who has ultimate decision making and approval authority. Typically the owner of the budget.</b>
<b>C</b>	<b>CONSULTED "IN THE LOOP"</b>	<b>Individual(s) (Many) who need to have input into a decision or action before it occurs.</b>
<b>I</b>	<b>INFORMED "FYI"</b>	<b>Individual(s) (Many) who must be informed that a decision or action has taken place.</b>

# RACI CHARTING MAPS ROLES WITH ACTIVITIES

**FUNCTIONAL ROLE** - A position assigned or assumed to accomplish an activity or sub-activity

**ACTIVITY** - An action or decision that is one of several sequential steps in the completion of a business process. It should always result in a clear output

	A		C		I
R		C	I	C	
		I		R	A
		R		A	
I		A	C		
A	I		R		C
	A	C	R		I

# REGION EMPLOYEE EXPENSE STATEMENT PROCESSING (EXAMPLE)

ACTIVITIES	PARTICIPANT ROLE						
	<i>Employee</i>	<i>Secretary</i>	<i>Supervisor</i>	<i>Region Accounting</i>	<i>General Accounting</i>		
1. Document expenses	AR						
2. Complete expense account form	AR	R		C			
3. Forward to supervisor	A	R					
4. Review	C		AR				
5. Approve	I		AR				
6. Forward to region accounting		R	A				
7. Classify expenses	C			AR			
8. Audit				AR			
9. Determine payment type	C				AR		

