

RACI Document (fictitious example)

Project: Pharmacy Department Library  
 Project Leader: Robert Kahn, Project Management Office  
 Date: 3/11/11

Key: R = Responsible; A = Approve; C = Consult; I = Inform

Resources Names (if known)		Jim Chan, VP	Jane Smith, Director of Pharmacy	Robert Khan	Gorge Gonzalez, Manager		Pharmacy Department
Resources Roles		Executive Sponsor	Sponsor	Project Leader	Functional Manager	Project Team Members	Stakeholders
#	Phase	Deliverable					
1	Initiate	Project Complexity Worksheet	I	C	R	C	I
2	Initiate	Project Charter	A	A	R	C	I
3	Plan	Work Breakdown Structure	I	C	R	C	I
4	Plan	Schedule/Milestones list	I	C	R	C	I
5	Plan	Communication Plan	I	C	R	C	I
6	Plan	Budget	A	A	R	C	I
7	Plan	SS Department Workshop	I	I	C	C	R
8	Plan	Book Survey	I	I	I	C	R
9	Plan	Book Procurement Plan	I	A	I	A	R
10	Execute	Shelving Purchase	I	A	I	C	R
11	Execute	Book Procurement	I	A	I	C	R
12	Execute	Book Check Out Process Creation	I	A	I	R	R
13	Execute	Shelving Install	I	I	I	C	R
14	Execute	Book Install	I	I	I	R	C
15	Execute	Book Check-out & Return/Procurement Process Orientation Materials	I	I	C	R	C
16	Monitor & Control	Issue Log	C	C	R	C	C
17	Monitor & Control	Risk Register	C	C	R	C	C
18	Monitor & Control	Book Survey Review Process	I	I	I	R	R
19	Monitor & Control	Change Control Process	C	A	R	C	C
20	Close	Lessons Learned	C	C	R	C	C
21	Close	Department Use Survey	I	I	I	R	C