

UNICHROME

RACI Templates & Examples

Legend – R: Responsible A: Accountable C: Consulted I: Informed

RACI Example – Internal Quality Assurance Team

S.No	Task	QA TL – Shane	Jenifer	Lucy	Alex	Philip	Albert	Due Date	Status
1	Receive functional scripts from the testing team	I	A	R			C	04-Aug-18	Done
2	Plan the testing process	A	C, I	C, I	R	C, I	C, I	06-Aug-18	Done
3	Set the pass test parameters	A	I	C	I	R	I	14-Aug-18	In Process
4	Run the scripts for the FDS's	I	R	A		C		15-Aug-18	Cancelled
5	Run the scripts for the CSD's	I			A	R	C	15-Aug-18	In Process
6	Collect the data and prepare the report	A	R	C	C	C	C	28-Aug-18	In Process
7	Analyze the pass rate and prepare the re-work	I	A	C	C	R	C	30-Aug-18	In Process
8	Present the failed scripts to the testing team	A	R	I	I	I	I	31-Aug-18	In Process
9	Re-test the failed scripts	I	C	I	A	I	R	05-Sep-18	In Process
10	Plan the team get together	I	I	C	R	A	I	07-Sep-18	Cancelled

RACI Example – Recruiting a New Team Member

#	Task	HRBP	Recruiter	Hiring Manager	Helpdesk	Site Admin	Accounting	Due Date	Status
1	Define the technical and personal requirements	A	C	R				04-Aug-18	Done
2	Post the job	C	R	A		I		06-Aug-18	Done
3	Gather CV's and triage	A	R	C				14-Aug-18	In Process
4	Set up the interviews	A	R	C, I		I		15-Aug-18	In Process
5	Conduct the initial interviews	A	R	C, I		I		15-Aug-18	In Process
6	Conduct the professional interviews	A	C, I	R		I		28-Aug-18	In Process
7	Agree on the chosen candidate	A	C, I	R		I		30-Aug-18	In Process
8	Sign the contract	A	I	I	I	R	C, I	31-Aug-18	Pending
9	Prepare the workstation	I	I	A	C, I	R	I	05-Sep-18	Pending
10	Conduct initial feedback session	R	C	A		I		07-Sep-18	Cancelled