

RASCI matrix

Overview

The RASCI matrix is a project management tool that visually displays the different roles for each member involved in a project. It shows the level of involvement required from each role on the required tasks.

Using the RASCI Matrix can:

- eliminate confusion by assigning specific tasks to project team members
- ensure all project responsibility is documented and distributed appropriately
- help ensure accountability within the team
- identify if an individual is overburdened with task assignments
- improve speed of decision-making processes

What is a RASCI matrix?

The RASCI matrix is a responsibility assignment chart. It maps out every task, milestone or key decision throughout the different phases involved in completing a project. By using the acronym 'RASCI' (Responsible, Accountable, Supporting, Consulted and Informed) the matrix helps you assign and identify which roles are required for each action item.

Responsible: the person/people assigned to complete the task or deliverable. There can be more than one person assigned to this role for each item.

Accountable: the person who is accountable has the final authority or approval for the task's completion. There should only be one accountable person for each task.

Supporting: people who provide input and supplementary work for a task. Unlike the two categories above, this can consist of many individuals or teams.

Consulted: a consulted role is an adviser to a task. They usually provide subject matter expertise or guidance. Try not to assign too many consulted roles as this can create time delays and risk poor performance.

Informed: people in informed roles are kept up to date on progress on a task. The task may impact their work, but they are not involved in decisions about, or delivery of, the task.

How to use the RASCI matrix

There are five key steps to using a RASCI matrix.

1. Identify the members of the project team and their roles.
2. Identify the project tasks/deliverables within the different phases of your project.
3. Assign a RASCI category to each role and task.
4. Seek agreement from your team and key stakeholders about the assigned RASCI categories. to make it clear to everyone when and how they are involved in the project.
5. Keep your RASCI matrix up to date as things change in your project.
6. Revisit steps 1–4 during project meetings and stakeholder updates.

Important considerations

Try to keep the 'Responsible' and 'Accountable' roles limited to one person per individual task. For each task, one member on the team must be held responsible. There will be projects where an individual task does not need an 'Supporting', 'Consulting' or an 'Informed' role assigned. Having gaps in your matrix is not an issue in this case and is quite normal – not every cell needs to be filled in a matrix.

Additional resources

To learn more about Quality Improvement you can access the following resources:

- [SCV Quality Improvement Toolkit](#)
- [Institute for Healthcare Improvement website](#)
- [NSW Clinical Excellence Commission Quality Improvement Tools](#)

RASCI template

Project:

Date:

CHANGE TO BE TESTED:

#	TASK	DUE DATE	PROJECT LEAD	PROJECT SPONSOR	SUBJECT MATTER EXPERT	CONSUMER/LIVED EXPERIENCE	QUALITY IMPROVEMENT EXPERT	SYSTEM/PROCESS EXPERT	OTHER

R: Responsible

A: Accountable

S: Supporting

C: Consulted

I: Informed