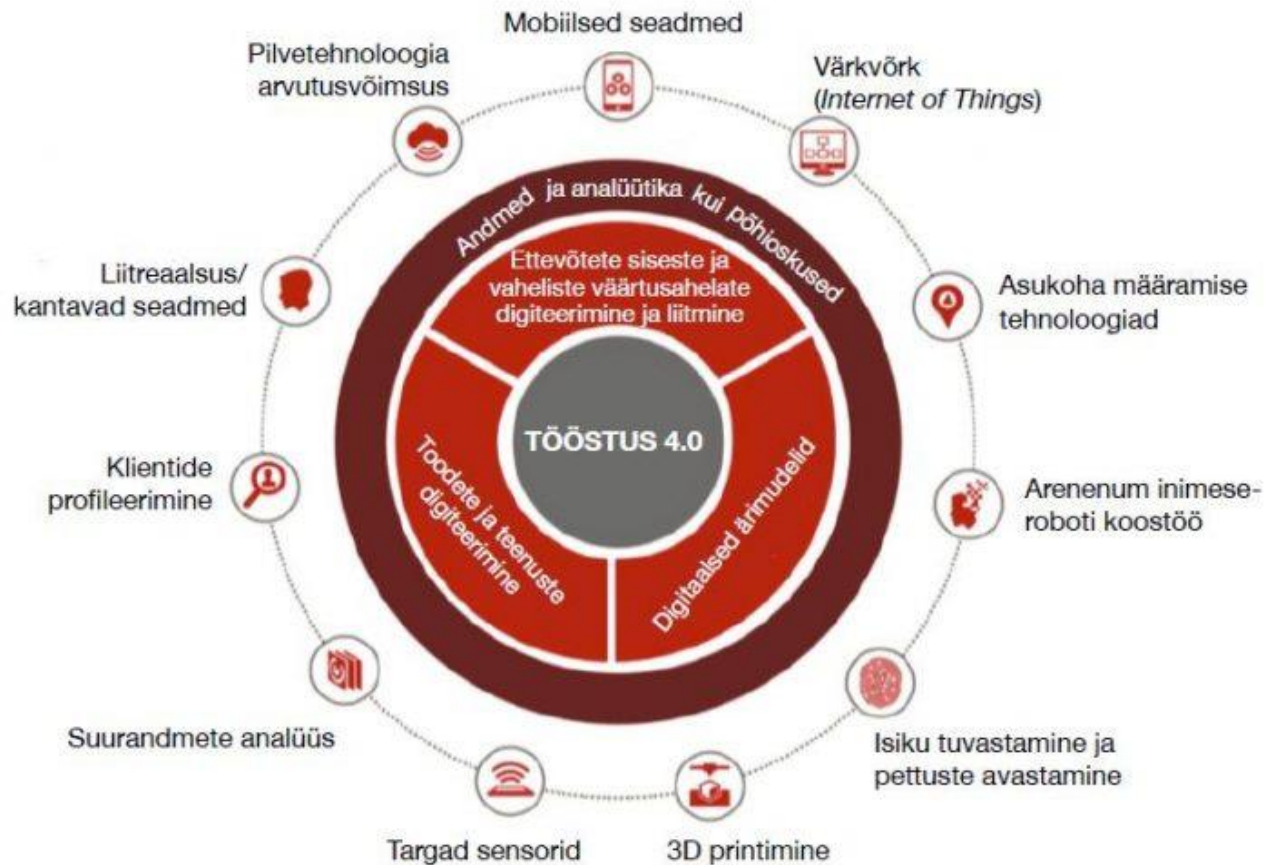
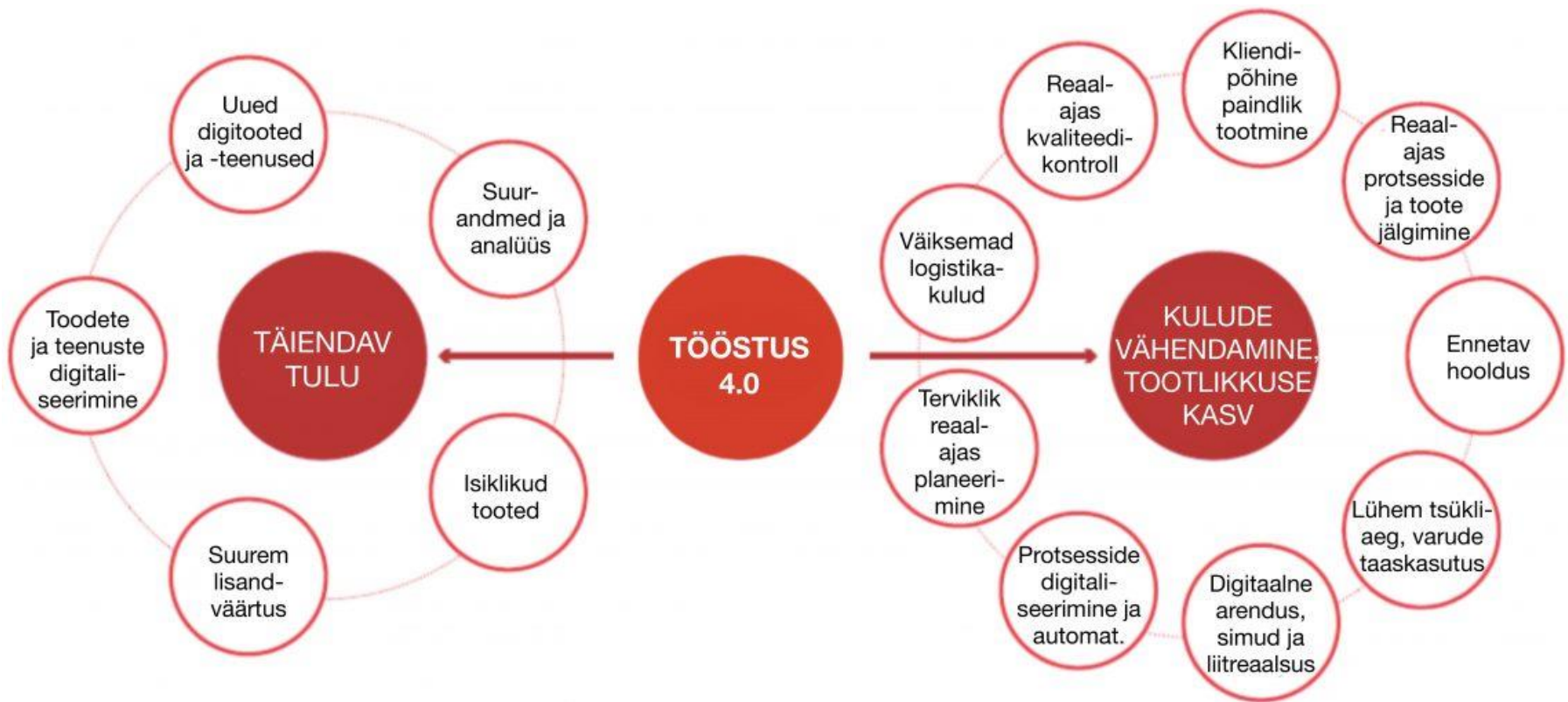


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# 6 Steps To Create A RACI Chart

## 1 Identify Project Roles

Make a list of everyone involved in the project: names and their roles.

## 2 Identify Project Tasks or Deliverables

Review the project and break it down into clear tasks and deliverables.

## 3 Assign The RACI To Each Role and Task

Work through each task and think about which role should be Responsible, Accountable, Consulted, and Informed.

*Every task or deliverable should have a Responsible and Accountable at least.*

*Make sure there's only one name assigned to Accountable.*

## 4 Get Alignment With Your Team

Have a meeting with your team to correct any assumptions you might have made and get buy-in. Don't do this in a silo!

## 5 Get Alignment With Your Core Project Stakeholders

Have a call or meeting to go over the RACI chart and get buy-in from your stakeholders.

## 6 Make It Useful

Throughout the life of your project, refer back to the RACI and align on who is responsible for what. Keep it updated.



FRODO



SAM



GANDALF



ARAGORN



ELROND

Decide on what to do with ring

C

I

A

C

R

Create Fellowship

R

C

A

C

R

Get the ring to Mount Doom

R

C

A

C

I

Distract and defeat enemies

I

R

C

R

I