SIMPLE RACI MATRIX TEMPLATE

PRIORITY	STATUS	PROJECT DELIVER	Project Leadership					Project Team Members					Additional Resources					Other				
			Project Sponsor	CIO	Director	Role 4	Role 5	Project Manager	Operations Engineer	Quality Assurance	Developer	Role 5	Consultant	Customer Service	Role 3	Role 4	Role 5	Role 1	Role 2	Role 3	Role 4	Role 5
		PHASE 1																				
Low	Complete	Request Review by PMO	R																			
Medium	In Progress	Submit Project Request		A																		
High	Needs Review	Research Solution			C																	
	Approved	Develop Business Case				I																
	Not Started																					
	Overdue																					
	On Hold																					
		PHASE 2																				
		Create Project Charter																				
		Create Schedule																				
		Create Additional Plans as Required																				
		PHASE 3																				
		Build Deliverables																				
		Create Status Report																				
		PHASE 4																				
		Perform Change Management																				
		PHASE 5																				
		Create Lessons Learned																				
		Create Project Closure Report																				