

INSTRUCTIONS ON HOW TO COPY THIS TEMPLATE

PLEASE NAVIGATE TO **FILE** THEN CLICK ON **MAKE A COPY** (SEE ATTACHED IMAGE BELOW)

The screenshot shows a Google Sheet titled "Google Sheet RACI Template 01/27 - RACI Chart (Roles and Responsibilities Matrix)". The "File" menu is open, and the "Make a copy" option is highlighted. The background content includes a form for "Name / Description:" with a text box containing "Describe the process that this RACI addresses", and fields for "Created On:" (Date), "Revision:" (Date last revised), and "Created by:" (Note all team members/functions who developed and agreed to this RACI). Below this is a table with columns labeled "Function A", "Function B", "Function C", and "Fun".

| | Function A | Function B | Function C | Fun |
|--|------------|------------|------------|-----|
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