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### RACI MATRIX TEMPLATE

PROJECT TITLE	PROJECT MANAGER
Mission to Complete the Thing We Need to Do	Alia

R      A      C      I

READY TO START?	TASK DESCRIPTION	RESPONSIBLE	ACCOUNTABLE	CONSULTED	INFORMED	% of PROGRESS	DUE DATE	STATUS	NOTES
Yes	<b>INITIATE PHASE ACTIVITIES</b>					99%		In Progress	
Yes	Request Review by PMO	Alia		Rachel	Ian + Carl	80%		Needs Review	
No	Submit Project Request	Alia		Rachel	Ian + Carl	50%		In Progress	
Yes	Research Solution		Rachel	Ian + Carl	Alia	20%		Needs Review	
No	Develop Business Case	Rachel	Alia	Carl	Ian	5%		Overdue	
Yes	<b>PLAN PHASE ACTIVITIES</b>					33%		On Hold	
Yes	Create Project Charter	Ian	Rachel	Carl	Alia	100%		Complete	
No	Create Schedule	Carl	Rachel		Alia	0%		Not Started	
No	Create Additional Plans as Required	Carl	Rachel + Ian	Alia		0%		On Hold	
No	<b>EXECUTE PHASE ACTIVITIES</b>					0%			
No	Build Deliverables					0%			
No	Create Status Report					0%			
No	<b>CONTROL PHASE ACTIVITIES</b>					0%			
No	Perform Change Management					0%			
No	<b>CLOSE PHASE ACTIVITIES</b>					0%			
No	Create Lessons Learned					0%			
No	Create Project Closure Report					0%			

READY TO START?	STATUS
Yes	Not Started
No	In Progress
	Complete
	Needs Review
	Overdue
	On Hold



# INSTRUCTIONS ON HOW TO COPY THIS TEMPLATE

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

The screenshot shows the Google Sheets interface for a template 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 with a red underline. The background shows a portion of the RACI chart template with columns labeled "Function A", "Function B", "Function C", and "Function D".

Google Sheet RACI Template 01/27 - RACI Chart (Roles and Responsibilities Matrix) ☆ 🗑️ ☁️

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New

Open **Ctrl+O**

Import

**Make a copy**

Email

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Make available offline

Version history

Rename

Move

Name / Description:

Created On:  Revision:

Created by:

Function A Function B Function C Function D

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