



Basic RACI chart template

Date: _____

Project name	R	A	C	I
Kick-off meeting	Name	Name	Name	Name
Task 1	Name	Name	Name	Name
Task 2	Name	Name	Name	Name
Task 3	Name	Name	Name	Name
Task 4	Name	Name	Name	Name
Task 5	Name	Name	Name	Name

Notes:

R-Responsible A-Accountable C-Consulted I-Informed

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