



## RACI chart template for content creation

<b>Project name:</b>	<b>Content writer Name:</b>	<b>Editor Name:</b>	<b>Content Manager Name:</b>	<b>Graphic designer Name:</b>	<b>Translator Name:</b>	<b>SEO Specialist Name:</b>	<b>Marketing Manager Name:</b>	<b>Status:</b>	<b>Due date</b>
Strategy and planning								Not ... ▾	Mar 30...
Research topic								Not ... ▾	Mar 30...
Outline								Not ... ▾	Mar 30...
Draft article(s)								Not ... ▾	Mar 30...
Edit & proofread								Not ... ▾	Mar 30...
Design visuals & layout								Not ... ▾	Mar 30...
SEO								Not ... ▾	Mar 30...
Video creation								Not ... ▾	Mar 30...



Audio production								Not ... ▾	Mar 30...
Translation								Not ... ▾	Mar 30...
Final approval								Not ... ▾	Mar 30...
Promote/ publish								Not ... ▾	Mar 30...

**Notes:**

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

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