



## RACI chart template for sales

<b>SALES</b>	<b>Sales Repr.</b> Name:	<b>Sales Repr.</b> Name:	<b>Sales Manager</b>	<b>Product Specialist</b>	<b>Sales Operations Manager</b>	<b>Marketing Manager</b>	<b>Customer Success Manager</b>	<b>Status:</b>	<b>Due date</b>
Set sales goals & KPIs								No... ▾	Mar...
Set strategy								No... ▾	Mar...
Lead generation								No... ▾	Mar...
Prepare material and conduct demos								No... ▾	Mar...
Negotiations								No... ▾	Mar...
Close deals								No... ▾	Mar...
Administration								No... ▾	Mar...
Sign contracts								No... ▾	Mar...
Analyze sales data								No... ▾	Mar...



Email outreach								No... ▾	Mar...
Cold calling								No... ▾	Mar...
Retention								No... ▾	Mar...
Upselling								No... ▾	Mar...
Keep customer records								No... ▾	Mar...

**Notes:**

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

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