

RACI Matrix Template For Standard Projects

Project Phase Project Task	Project Manager	Business Analyst	Solution Architect	Application Developer	Finance	IT Manager	Business Owner	Business Sponsor
1.0 Initiation Phase								
1.0.1 Develop business case	R	C	C	C	C	C	A	C
1.0.2 Business requirements	C	R	C	C		I	A	C
2.0 Planning Phase								
2.0.1 Develop project plan	R/A	C	C	C	C	C	C	C
2.0.2 Project kickoff	R/A	I	I	I	I	I	I	I
3.0 Execution Phase								
3.0.1 Documentation / copy	I	R/A	C	C			C	
3.0.2 Coding	I	C	C	R				
4.0 Monitoring & Control Phase								
4.0.1 Status reporting	R/A	I	I	I	I	I	I	I
4.0.2 Manager risk & issues	R/A	C/I	C/I	C/I	C/I	C/I	C/I	C/I
5.0 Closure Phase								
5.0.1 Lessons learned	R/A	C	C	C	C	C	C	C/I
5.0.2 Redeploy resources	C	C/I	C/I	C/I		R/A		

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