

RACI MATRIX

Original Design Iceberg companion. Define the situation and keep evidence separate from assumptions. Add a sheet when the scope needs more space.

01 / SCOPE AND CONVENTION

Name the work, the completion conditions and the agreed meanings of R, A, C and I.

02 / ACTIVITY LIST

List the concrete activities or decisions to assign. Use the same level of detail.

03 / ROLE REGISTER

Name each role, current holder and deputy where needed. Identify decision authority.

04 / R AND A BY ACTIVITY

For each activity, record who performs it and its single accountable owner.

05 / C AND I BY ACTIVITY

For each activity, record required input and the people who need an update.

06 / MATRIX TRANSFER

Transfer activity assignments into a roles by activities grid when the scope needs more space.

REVIEW & DECISION

Original Design Iceberg companion. Interpret the work, record its limits and agree a next action with an owner and a review point.

01 / ROW CHECK

Does every activity have R and one A? Is the completion condition shared?

02 / AUTHORITY CHECK

For critical activities, record what A can decide, the limits and escalation route.

03 / CAPACITY CHECK

Review each role's combined commitments and the dependencies it cannot control.

04 / CONSULTATION WINDOW

What input is needed, when can it be supplied and how is unresolved input handled?

05 / EXCEPTION REHEARSAL

Walk a blocked activity. Who acts, who decides and who receives the update?

06 / AGREEMENT AND REVIEW

Record acceptance, remaining disputes and the event or date for the next review.