

Abbreviated Raci Matrix

The RACI Matrix defines four key roles in project and product management:

1.Responsible: Individuals or teams who perform the tasks and are directly responsible for completing specific deliverables or work.

2.Accountable: The single person ultimately answerable for the successful completion of the task or decision. This role ensures accountability and makes final decisions.

3.Consulted: Those whose input is sought before making decisions or completing work. They provide expertise, advice, or feedback.

4.Informed: Stakeholders who need to be kept updated on progress, decisions, or outcomes but are not actively involved in the execution.

This framework ensures clarity in roles and accountability across projects.

STRATEGY	PRODUCT MARKETING MANAGER	BUSINESS ANALYST	BUSINESS DEVELOPMENT MANAGER	PRODUCT MANAGER	OPERATIONS MANAGER
Business plan	Responsible	Consulted	Consulted	Consulted	Informed
Business analysis	Responsible	Responsible	Informed	Consulted	Informed
High-level feasibility study	Responsible	Consulted	Informed	Accountable	Informed
High-level solution proposal	Accountable	Consulted	Informed	Responsible	Informed
Product decision matrix	Accountable	Consulted	Consulted	Responsible	Consulted
High-level feature matrix	Accountable	Informed	Responsible	Consulted	Informed
Rolling 12-month roadmap	Accountable	Informed	Informed	Responsible	Informed