

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 MANAGER	BUSINESS ANALYST	PROJECT MANAGER	ENGINEER	QUALITY ASSURANCE
Business plan	Responsible/Accountable	Consulted			
Business analysis	Accountable	Responsible	Informed		Informed
High-level feasibility study	Consulted	Consulted	Informed		Informed
High-level solution proposal	Consulted	Consulted	Informed		Informed
Product decision matrix	Responsible	Consulted			
High-level feature matrix	Accountable	Responsible	Responsible	Consulted	Consulted
Rolling 12-month roadmap	Responsible	Informed	Informed	Informed	Informed