FILLED FICTIONAL EXAMPLE

RACI Matrix Template

1 Agree who owns the work

Assign shared work and decisions. Use page 2 to agree the actual authority and support; for one person's work, page 2 can be used on its own.

Fictional community workshop project

Work: one customer workshop | Review: three working days before the event

Activity or decision	Sponsor	Coordinator	Facilitator	Venue lead
Agree the workshop outcome and budget	A/R	C	C	I
Arrange the room and materials within the agreed budget	I	A/R	C	C
Prepare and deliver the session	I	C	A/R	I
Confirm room readiness and access	I	C	C	A/R
Decide a change to scope or total budget	A	R	C	C
Collect feedback and record the follow-up actions	I	A/R	C	I

R = Responsible A = Accountable C = Consulted I = Informed

Responsible does the work. Accountable owns the result or decision. Consulted gives input before it is settled. Informed receives the outcome.

Check every row: exactly one A and at least one R. A/R may be the same person. Leave uninvolved cells empty; add roles or rows when needed.

Before using it

Confirm each person has the time, information and agreed authority. Walk through an ordinary handover and one exception. A letter in a matrix does not itself grant authority.

The coordinator handles routine arrangements. A budget increase returns to the sponsor with an option and its consequences; it does not stall every other task.

FILLED FICTIONAL EXAMPLE

Delegation Agreement

2 Agree the result and room to act

A practical work agreement for a colleague, consultant, contractor or fractional specialist. This is not a contract or legal appointment.

Work owner: workshop coordinator | Agreed with: sponsor | Date: 4 November 2026

Result and completion standard

What will this person own, and what observable result counts as complete?

Coordinate the agreed workshop. The room and materials are ready, attendees have the joining details, and feedback plus named follow-up actions are saved by the next working day.

Responsibilities and handovers

Which recurring actions or deliverables are theirs? Who supplies or receives the work?

Maintain the run sheet; confirm room, materials and attendee information; get the facilitator's requirements; hand room checks to the venue lead and keep the sponsor informed of material changes.

Decisions and authority

What may they decide without further approval? State the actual limit or refer to an agreed source.

Choose routine suppliers and adjust timings within the approved run sheet and total AUD 1,200 event budget. The coordinator can reorder tasks without changing the promised session.

Limits and escalation

What must stop or return for a decision? Name who decides and what can safely continue.

A facilitator change, promised-content change or total spend above AUD 1,200 goes to the sponsor before commitment. Send the options and impact; continue unaffected preparation. Unresolved access or safety issues go to the venue lead and sponsor.

Time tools and support

What capacity, access, information and help will be available? Who supplies missing support?

Six coordination hours, the shared run sheet, booking terms and attendee contact list. Sponsor confirms spending access; facilitator supplies material requirements five working days before the workshop.

Check in and revise

When will you review progress? What evidence or change brings the review forward?

Review readiness together three working days before the session using the run sheet. Raise an unresolved dependency or forecast budget breach earlier. Review feedback next working day and revise the agreement for any repeat event.

Current explanation and related tools: navigateadvisorygroup.com/articles/raci-responsibilities

RACI is an established responsibility-assignment method. The explanation, working matrix, delegation prompts and fictional example are original Navigate material.