YOUR WORKING TOOL

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.

Business or client _____ Prepared by _____

Project or process _____ Date _____ Review _____

Activity or decision	Role 1 Name	Role 2 Name	Role 3 Name	Role 4 Name

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.

Next action and owner _____ Review date _____

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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 _____ Agreed with _____ Date _____

Result and completion standard

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

Your answer

Responsibilities and handovers

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

Your answer

Decisions and authority

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

Your answer

Limits and escalation

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

Your answer

Time tools and support

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

Your answer

Check in and revise

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

Your answer

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.