

## RASCI

Responsible the Doer  
Accountable the Buck Stops Here  
Consulted in the Loop  
Informed Kept in the Picture  
Support critical assistance

Step	Task	Role 1	Role 2	Role 3
1				
2		R		C
3			A	
4				

## Steps

1. List the tasks, functions, decisions, activities that make up the project or process.  
It is helpful to group them.
2. Identify participants and assign to roles by name.
3. Identify how each participant is involved with each task:  
i.e. R A S C I