**RASCI Worksheet**

R = Responsible – who owns the problem/project/action  
A = Approve – person to whom “R” is accountable – “A” must approve what “R” does  
S = Support – can provide resources or other support to “R”  
C = to be Consulted – “R” must consult with “C” to ensure project success  
I = to be informed – must be notified of results, but doesn’t need to be consulted

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<thead>
<tr>
<th>ACTIONS</th>
<th>Person /role</th>
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**Process:**

1. Identify activities and list them down the left side of the chart.  
2. Identify roles (or people) and list them across the top of the chart.  
3. Identify who has each of five roles (RASCI) and put the appropriate letter in each box. For example, if Person 1 owns activity 1, put an R in that box.  
4. Check that every activity has one and only one R (read across the row). Resolve overlaps or gaps.  
5. Identify the completion date and the measure of success (how will you know it is successfully completed?)