

Roles and Responsibilities Matrix

Task / Activity	Role 1 (e.g. Project Manager)	Role 2 (e.g. Developer)	Role 3 (e.g. QA Analyst)	Role 4 (e.g. Stakeholder)
Requirements Gathering	Accountable	Consulted	Informed	Informed
Design Solution	Responsible	Accountable	Consulted	Informed
Implementation	Consulted	Responsible	Informed	Informed
Testing & Validation	Informed	Consulted	Accountable	Informed
Project Sign-Off	Responsible	Informed	Consulted	Accountable

Important Notes:

- This matrix clarifies who is responsible, accountable, consulted, and informed (RACI) for each task or activity.
- Clearly defined roles help to prevent confusion and improve project coordination.
- Review and update the matrix regularly as team members and project phases change.
- Ensure all stakeholders agree on their roles and responsibilities prior to project execution.
- Maintain this document as part of your project or operational documentation records.