[A green sign with white text

Description automatically generated with medium confidence](https://www.smartsheet.com/try-it?trp=11420&utm_source=integrated+content&utm_campaign=/content/raci-templates-microsoft-word&utm_medium=RACI+Software+Matrix+doc+11420&lpa=RACI+Software+Matrix+doc+11420&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**RACI SOFTWARE MATRIX TEMPLATE**

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INFORMED

CONSULTED

ACCOUNTABLE

RESPONSIBLE

00/00/0000

RACI Software Matrix

Icon

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|  |
| --- |
| PROJECT |
| Software Project That Needs Completion |
| PROJECT MANAGER |
| Ruby Ellis |
| BUDGET |
| $917,600 |
| DUE DATE |
| Friday, 00/00/0000 |

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Role

Two

Role

One

Role

Three

Role

Four

Role

Five

Task 1

Task 2

Task 3

Task 4

Task 5

OVERVIEW



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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Market Research |  |  |  |  |
| Define Objectives |  |  |  |  |
| Define Resource Requirements |  |  |  |  |

**A person smiling for the camera

Description automatically generated with medium confidenceA picture containing person, indoor, guitar, close

Description automatically generatedA person smiling for the camera

Description automatically generated with medium confidenceA picture containing indoor, mirror, person, reflection

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SOFTWARE ROLES & RESPONSIBILITIES



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INFORMED



PHASE 1:

SOFTWARE PLANNING

Richard Fish

DESIGNER

John Cage

DEVELOPER

Elaine Vassal

PROJECT MANAGER

Nelle Porter

PRODUCT

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Refine Requirements |  |  |  | **Icon  Description automatically generatedIcon  Description automatically generatedIcon  Description automatically generatedIcon  Description automatically generatedA picture containing text, sign, outdoor, clipart  Description automatically generatedA picture containing text, sign, outdoor, clipart  Description automatically generatedIcon  Description automatically generatedA picture containing text, sign, outdoor, clipart  Description automatically generatedIcon  Description automatically generatedIcon  Description automatically generatedA picture containing text, sign, outdoor, clipart  Description automatically generatedIcon  Description automatically generated** |
| Feasibility Study |  |  |  |  |
| Specification of  Software Requirements |  |  |  |  |

**A person smiling for the camera

Description automatically generated with medium confidenceA picture containing person, indoor, guitar, close

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Description automatically generated with medium confidence**

SOFTWARE ROLES & RESPONSIBILITIES



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PHASE 2:

DEFINE REQUIREMENTS

Richard Fish

DESIGNER

John Cage

DEVELOPER

Elaine Vassal

PROJECT MANAGER

Nelle Porter

PRODUCT

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Nelle | Ling | Renee | Elaine | Georgia |
| Collect Project Requirements |  |  |  |  |  |
| Identify Dependencies Between Activities |  |  |  |  |  |
| Research Solution |  |  |  |  |  |
| Develop Business Case |  |  |  |  |  |
| Create Project Charter |  |  |  |  |  |
| Create Schedule |  |  |  |  |  |
| Create Additional Plans as Required |  |  |  |  |  |
| Build Deliverables |  |  |  |  |  |
| Create Status Report |  |  |  |  |  |
| Perform Change Management |  |  |  |  |  |
| Create Lessons Learned |  |  |  |  |  |
| Create Project Closure Report |  |  |  |  |  |

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RACI MATRIX



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PHASE 3: DESIGN AND PROTOTYPING

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **R** | Responsible | Executive Sponsor | Project Sponsor | Steering Committee | Advisory Committee | Role 5 | Project Manager | Tech Lead | Functional Lead | SME | Project Team Mgr. | Developer | Admin Support | Business Analyst | Role 4 | Role 5 | Consultant | PMO | Role 3 | Role 4 | Role 5 |
| **A** | Accountable |
| **C** | Consulted |
| **I** | Informed |
| Project Deliverable or Activity | | Project Leadership | | | | | Project Team Members | | | | | Project Sub-Teams | | | | | External Resources | | | | |
| Design and Prototyping | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Requirement Identification | | A / C | R / A |  |  |  | R / A | A / C |  | C |  |  |  |  |  |  |  |  |  |  |  |
| Initial Prototype | |  |  |  |  |  | R |  |  |  |  |  |  |  |  |  |  | A |  |  |  |
| Test and Feedback | | I |  |  |  |  | R / A | A / C | A / C | C |  |  |  | C |  |  | C |  |  |  |  |
| Rapid Prototyping | | I | A / C | I | I |  | R / A | C | C | C |  |  |  | C |  |  | C | C |  |  |  |



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PHASE 4: SOFTWARE DEVELOPMENT

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| **R** | Responsible | Executive Sponsor | Project Sponsor | Steering Committee | Advisory Committee | Role 5 | Project Manager | Tech Lead | Functional Lead | SME | Project Team Mgr. | Developer | Admin Support | Business Analyst | Role 4 | Role 5 | Consultant | PMO | Role 3 | Role 4 | Role 5 |
| **A** | Accountable |
| **C** | Consulted |
| **I** | Informed |
| Project Deliverable or Activity | | Project Leadership | | | | | Project Team Members | | | | | Project Sub-Teams | | | | | External Resources | | | | |
| Software Development | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Software Development Step 1 | | C | C |  |  |  | R / A | C | C | C |  |  |  | C |  |  | C |  |  |  |  |
| Software Development Step 2 | | I | I | I | I |  | R / A | C | C | C | C | C | C | C |  |  | C | I |  |  |  |
| Software Development Step 3 | | I | I | I |  |  | R / A |  |  |  | I | I | I | I |  |  | C | I |  |  |  |



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PHASE 5: TESTING

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| **R** | Responsible | Executive Sponsor | Project Sponsor | Steering Committee | Advisory Committee | Role 5 | Project Manager | Tech Lead | Functional Lead | SME | Project Team Mgr. | Developer | Admin Support | Business Analyst | Role 4 | Role 5 | Consultant | PMO | Role 3 | Role 4 | Role 5 |
| **A** | Accountable |
| **C** | Consulted |
| **I** | Informed |
| Project Deliverable or Activity | | Project Leadership | | | | | Project Team Members | | | | | Project Sub-Teams | | | | | External Resources | | | | |
| Testing | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| SQA Management Plan | | C / I | C / I | C / I | C / I |  |  | R / A | R / A | R / A | R / A | R / A |  |  |  |  | A / C |  |  |  |  |
| Multi-Testing Strategy | | I | I | I | I |  | R / A | R / A | R / A | R / A |  |  |  |  |  |  | C | I |  |  |  |



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PHASE 6: DEPLOYMENT

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **R** | Responsible | Executive Sponsor | Project Sponsor | Steering Committee | Advisory Committee | Role 5 | Project Manager | Tech Lead | Functional Lead | SME | Project Team Mgr. | Developer | Admin Support | Business Analyst | Role 4 | Role 5 | Consultant | PMO | Role 3 | Role 4 | Role 5 |
| **A** | Accountable |
| **C** | Consulted |
| **I** | Informed |
| Project Deliverable or Activity | | Project Leadership | | | | | Project Team Members | | | | | Project Sub-Teams | | | | | External Resources | | | | |
| Deployment | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Software Deployment Activity 1 | |  | C | C | C |  | R | A | A | A |  |  |  |  |  |  | C | I |  |  |  |
| Software Deployment Activity 2 | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Software Deployment Activity 3 | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |



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PHASE 7: OPERATIONS AND MAINTENANCE

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **R** | Responsible | Executive Sponsor | Project Sponsor | Steering Committee | Advisory Committee | Role 5 | Project Manager | Tech Lead | Functional Lead | SME | Project Team Mgr. | Developer | Admin Support | Business Analyst | Role 4 | Role 5 | Consultant | PMO | Role 3 | Role 4 | Role 5 |
| **A** | Accountable |
| **C** | Consulted |
| **I** | Informed |
| Project Deliverable or Activity | | Project Leadership | | | | | Project Team Members | | | | | Project Sub-Teams | | | | | External Resources | | | | |
| Operations and Maintenance | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Create Lessons Learned | | C | C | C | C |  | R / A | C | C | C | C | C | C | C |  |  | C | C |  |  |  |
| Create Project Closure Report | | I | I | I | I |  | R / A | I | I | I | I | I | I | I |  |  |  | I |  |  |  |
| Other | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |



RESPONSIBLE



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|  | Role  One | Role  Two | Role  Three | Role  Four | Role  Five |
| Task 1 |  |  |  |  |  |
| Task 2 |  |  |  |  |  |
| Task 3 |  |  |  |  |  |
| Task 4 |  |  |  |  |  |
| Task 5 |  |  |  |  |  |

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RISK



RESPONSIBLE



CONSULTED



ACCOUNTABLE



INFORMED



HIGH

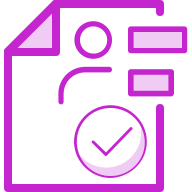
LOW

RISK LEVEL

HIGH

LOW

IMPORTANCE

**Icon

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Description automatically generated**NOTES

summary information / comments

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| --- |
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