

## Module 4: Selection

### —●— RACI Matrix

#### Responsible, Accountable, Consulted, and Informed (RACI)

##### What is the tool

A tool to create alignment and clarify roles for effective collaborative teaming.

##### Why use this tool

RACI is a responsibility assignment chart that helps you to decide who is responsible, accountable, consulted, and informed for the various activities or processes within a procedure. RACI creates alignment in complex procedures with multiple stakeholders and increases the accountability of all those involved. If you want to make sure that communication and messages get through to the right people and effectively maximise the number of people involved in the decision-making process, this is the right tool for you to use.

##### When to use this tool

- When planning or creating procedures with football organisations as part of the selection process
- As a sub team (e.g., key decision makers in selection process) to create alignment and maximise clarity
- At the end of complex meetings

##### How to use this tool

When it comes to deciding the roles and responsibilities within your team and who will do what, the following four steps will help you support the process through the creation of a RACI matrix:

01. Define the key actions and tasks involved in delivering the procedure
02. Create a RACI chart and prepare the list of colleagues that will be involved
03. As a team, decide who will be **Responsible**, **Accountable**, **Consulted**, and **Informed**
04. Discuss, receive feedback, and agree with those involved.

**R****Who is Responsible?**

The person who is assigned to do the work

**A****Who is Accountable?**

The person who makes the final decision and has ultimate ownership

**C****Who is Consulted?**

The person or people who must be consulted before any decision or action is taken

**I****Who is Informed?**

The person or people who must be informed after any decision or action has been taken

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How to complete this tool

- Only one person can be accountable
- Clearly define the activity that needs to be done
- All roles and responsibilities should be written down and communicated
- Use the grid as a framework

	John	Jane	Mary	Mohammad	Elizabeth	Carlos
Task 1	R		C			A
Task 2	R		A		C	
Task 3	R	R	R	A	R	I
Task 4		A	C	R		
Task 5	A	C				R
Task 6		I	C	C	A	R

## RACI Matrix

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