




RASI Chart

What is it?

A method used to clarify roles and responsibilities.

 **POINTER:** While the RASI method is an integral part of the [Action Planning Matrix](#), the RASI Chart can also be used as a standalone method for clarifying accountabilities between various teams or departments, as described here. The [Does/Does Not Matrix](#) is another method for accomplishing this within/between teams or departments.

RASI is an acronym that describes the different level of involvement an individual or group can have for an activity. For any activity, some group or individual will be:

- ◆ **Responsible**—the group or individual assigned to complete an action item.
- ◆ **Approve** -- the group or individual assigned to review and approve the work performed or decisions made by the responsible party.
- ◆ **Support**-- the group or individual assigned to help the Responsible party complete assigned actions.
- ◆ **Inform**— the group or individuals that are to be informed by the responsible party when the action item is completed, or if it is not done by the assigned date.

How do I use it?

- ❶ Identify the scope of the effort for which roles are being established or clarified.
- ❷ Identify [meeting roles](#) for the session (Scribe, Timekeeper, and Facilitator) and allow 45-90 minutes.
- ❸ Generate the list of decisions, processes or activities that occur in the process for which roles are being clarified. This may be the steps in a cross-functional process, the key action steps for a project team, etc.



HINT: This is often done in advance of the meeting to clarify RASI. It is the best way to ensure that all key parties identified in Step ❹ are invited to participate in the RASI discussion that occurs in Step ❸.

- ❹ Identify all the individuals, teams, functions, departments that participate or are involved in these activities.
- ❺ For each Decision, Process, or Action, identify the role each individual or group will play in completing the action items.

R Assign **Responsibility** (R) first. To ensure a single point of accountability, it is best to assign a single individual as the Responsible party. Others may be intimately involved in Support of this individual, but there is less chance for actions to "fall through the cracks" if an individual has ultimate accountability for each action item. After determining who will be the Responsible party for each action, decide...

A Who, if anyone, must **Approve** (A) the work performed or decisions made by the Responsible party before that step can be considered complete. This may be a gatekeeper, team leader or sponsor, etc.

S Who will **Support** (S) the Responsible party in completion of that step? This is often multiple individuals, so you may find it expedient to limit your list to the key parties expected to provide information or assistance.

I who should the Responsible party **Inform** (I) after completion of that step. Again, this could be multiple individuals or groups, both within and outside the team, so it is often best to limit this list to those who **MUST** be informed.



HINT: There must be an R for every action. There does not need to be an A, S, or I identified for each action.

- ⑦ After clarifying roles, let each group or individual review those actions where they are assigned as the **Responsible** party.

You may find one person or group has been overloaded, or that too many things are due in the same timeframe. Make sure everyone agrees with:

- ◆ **Approval** mechanisms,
- ◆ The **Support** they will be provided, and
- ◆ Who they are expected to **Inform** and how they are expected to **Inform** them of any problems that arise or completion of the assigned action.

An example RASI chart is shown on the next page to clarify the roles of all departments involved in producing a fashion catalog.

A blank RASI chart is provided on the page after that.



Example RASI Chart

② Roles

① SCOPE: *Developing the fall catalog* Scribe: Coco Facilitator: Ralph Timekeeper: Martha
 Date: June 4, 1976 Participants: VP Business Unit, Managers of Purchasing, Product, Inventory, Advertising, Marketing, QA, Design, Fabric, VP Creative

③ Decisions, Processes or Activities	④ Individuals, Teams, Functions, Departments involved									
	VP	Director Purchasing	Product Manager	Inventory Manager	Advertising	Marketing	QA	Designers	Fabric	Other
Update brand strategies	A	S	S	S	S	R	I	I	I	
Create season concepts	A	I	S	I	I	I	I	R	I	
Create advertising concepts	S	I	S	I	R	I	I	I	I	A=VP Advertising
Identify key items	A	I	S	I	I	I	I	R	I	
Determine re-list strategy	A	S	S	R	I	I	I	I	I	
Develop sourcing plan	A	S	R	S	I	I	S	I	S	
Build the Line	S	I	S	I	I	I	I	R	S	
Finalize color palette	S	I	S	I	I	I	I	R	S	A=VP Creative
Project “winners”	S	S	A	S	I	I	I	R	S	
Finalize key items	S	I	A	I	I	I	I	R	S	
Present the line	A	S	R	S	I	I	I	S	S	



RASI Chart

② Roles

① SCOPE: _____ Scribe: _____ Facilitator: _____ Timekeeper: _____
Date: _____ Participants: _____

③ Decisions, Processes or Activities	④ Individuals, Teams, Functions, Departments involved									