

Module 4:

RACI Matrix (Pragya Case Study)

It is time for Pragya to assign roles and responsibilities to the people on their project team. Who will be in charge of each of the tasks that they have identified in their work breakdown structure?

Instructions:

1. Read the descriptions of the team members below.
2. Decide who will be responsible, accountable, consulted, and informed for each task in the RACI Matrix below. If you would like to know more about what these categories mean, take a look at the “Managing People” section of module 4.
3. Write the title of the person you are assigning to each task. If there is more than one person in a particular role, you may assign numbers (procurement manager 1, procurement manager 2, etc.)

Pragya Team Members

Director: The director of Pragya oversees this project and several others. She manages Pragya's strategy and many important external relationships.

Project Manager: The project manager plans, monitors, and controls the project. She is managed by the director.

M&E Manager: The M&E Manager is in charge of measuring the project's outcomes and progress. He makes sure that data is collected and analyzed. He is managed by the director.

Field Officer: The four (4) field officers are in charge of the day-to-day operation of the Agri-centers as well as any contact with local beneficiaries. They are managed by the M&E manager.

Finance Manager: The finance manager prepares budgets and monitors expenses. He is managed by the director.

Agricultural/Technology Specialists: These three (3) specialists are experts in agriculture and agricultural technology. They are in charge of any training or educational materials. They are managed by the project manager.

Communications Consultant: The communications consultant works part-time on this project. He prepares any promotional or reporting materials that are shown to external stakeholders. He is managed by the project manager.

Procurement Manager: The procurement manager is in charge of buying, transporting, and storing the materials that the project uses. She is managed by the project manager and finance manager.

Task	Responsible	Accountable	Consulted	Informed
Organize team meetings				
Create project plan				
Ô!^æ^Á~â*^c				
Û^&~æ^Áæ~ c^Á^{\ à^!•Á ç^Áææ^ÁE!æOäçã[!•				
Q^)^ ç~Áç^)^ á[!•Áç!Á ^á~æææ}æ^Á æ^!æç				
Ô[{ } æ^Áæ ç! { ææ } Á } Á &[] • ç^Á • ç ç^Á &@ [] * ^				
Û~!ç^~Áæç{^!•Áç!Á àæ^!ç^Áæææ				
Qç æç : ^Áææ^!ç^Áæææ				
Ö^•ç } Áææ ç * Á [! • ç				
Û^&~æ^Á [~ ç^Á ç^Á E!æOäçã[!•				
Ö^•ç } Á [{ [ç] ç { æ^!æç^Áç!ÁE!ææ^)^ ç!•				
Ô[] á~æææ ç * • Á -Á E!æOäçã[!•				
T æ ç ^ Á ç ^ \ ç [! Á -Á E!æOäçã[!•				
T æ ç ^ Á \ ææ } • ç • Á , æ@ [æç^Á [ç^!] { ^ } c				
Û^!^&ç^Á ç • Áç!Á E!ææ^)^ ç!•				
Ô~^æç!æç ç!æç^~] æ • Á ç!ÁE!ææ^)^ ç!•				
T æ ç ^ Á] ^!ææ } Á -Á E!ææ^)^ ç!•				
Ô[^ & ç^Á ^ - ææ ç ^ Á • ~ && • • Á ç! æ •				
Û!^) æ^Á~ æç! [^] [! ç				
Û^çã, Á~ æç! [^ Á ^ç] ^) • ^ •				
Û^ç^] Á ^ ç * • Á æ@ æ^Á^~^!•ææ^!•				
Ô[] á~æææ! çæ } Á Û^çã,				