RACI Template

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| --- | --- |
| **R** | Responsible |
| **A** | Accountable |
| **C** | Consulted |
| **I** | Informed |

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| **Project Task** | **Stakeholder**  | **Stakeholder** | **Stakeholder** | **Stakeholder** | **Stakeholder** | **Stakeholder** |
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| Due date |  |  |  |  |  |  |  |  |  |
| Background |  |  |  |  |  |  |  |  |  |
| Current state |  |  |  |  |  |  |  |  |  |
| Supporting data |  |  |  |  |  |  |  |  |  |
| Options considered |  |  |  |  |  |  |  |  |  |
| Recommendations |  |  |  |  |  |  |  |  |  |
| FAQs |   |  |  |  |  |  |  |  |  |
| References |  |  |  |  |  |  |  |  |  |
| Action items |  |  |  |  |  |  |  |  |  |
| Outcome |  |  |  |  |  |  |  |  |  |