RACI Matrix Example

BIT Company launched a new project under the name: Historic Script Digital Restoration

For which a team of experts was assigned to accomplish all the needs to digitally store 1000 pages per month. The project starting date will be May 1st, 2022 and it is intended to end on November 2nd, 2022.

The team members are:

Ahmad Batayneh – Team leader

Job description: to lead the team in all aspects of the project and follow up on changes and approve them on each task.

Yara Ezezat – App and web developer

Job description: creating and coding the workflow of scanning and compressing documents in an accurate and efficient way. Also, this member reviews and answers questions about the printing process.

Majdi Salem – Printing officer

Job description: carefully maintaining the scripts and scanning them into the software created by the app developer. Also, the member should be notified of all upcoming printing and scanning request to manage the orders schedule properly.

Huda Ali – Data Advocate

Job description: data entry for all the records about the newly-scanned and stored digital versions, and perform daily and monthly backups of the total work. The member is responsible of giving continuous feedback of the results of digital scans and give recommendations for quality improvement.

Task	Ahmad	Yara	Majdi	Huda
App coding	A	R	I	I
Printing	A	C	R	I
Data entry	A	I	I	R
Backup	A	I	I	R
Maintenance	A	I	R	I
Scanning	A	I	R	R