

# How to create a RACI?



1. Identify the project that you need to plan for.
2. List the activities that are needed to complete the project.
3. Using the RACI definitions, identify the people/roles that need to be involved with each activity or decision.
4. Work with colleagues to confirm everyone agrees with the roles and activities listed in the RACI.
5. Share the completed RACI with everyone that is involved with the project and save the RACI to a shared location.
6. Make modifications as needed moving forward and keep the chart up to date with any project changes.

# How to create a RAPID?



1. Identify the decision or decisions that need to be made to implement a project or program.
2. List the decisions that needed to be made.
3. Using the RAPID definitions, identify the people/roles that need to be involved with each component of the decision.
4. Work with colleagues to develop and confirm agreement on the activities and roles within the RAPID.
5. Share the completed RAPID with everyone involved with the project or program and save the RAPID to a shared location.
6. Make modifications as needed moving forward and keep the chart up to date.