

Role Clarity (RACI) Template

Clarify ownership so work doesn't bottleneck or get missed.

RACI: Responsible (does the work), Accountable (owns the outcome), Consulted, Informed.

Team roles

Role 1	Role 2	Role 3	Role 4

RACI matrix (add your key processes/activities)

Activity/ Process	R	A	C	I
Sales enquiries				
Quoting				
Job scheduling				
Job delivery/production				
Purchasing/ materials				
Invoicing				
Debtors				
Health & safety				

Notes

Keep it simple. Every activity should have ONE Accountable owner.