ROLES & RESPONSIBILITIES MATRIX (RACI)

WHY THIS TOOL MATTERS?

In collaborative projects, misunderstandings often come from unclear roles rather than lack of motivation.
The RACI matrix helps teams clearly define who does what, who decides, and who needs to be informed.
For youth workers, educators, and project teams involved in cultural mediation or participatory projects, the RACI matrix:

- clarifies responsibilities within the team,
- avoids duplication of work or forgotten tasks,
- supports smoother collaboration between partners,
- reduces conflicts and frustration,
- strengthens accountability and decision-making.

A clear distribution of roles makes projects more efficient, inclusive, and easier to manage.

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HOW TO USE IT?

RACI stands for:

- **R – Responsible**
  The person(s) who do the task.
- **A – Accountable**
  The person who makes the final decision and ensures the task is completed.
- **C – Consulted**
  People who give input or expertise before decisions are made.
- **I – Informed**
  People who need to be kept informed of progress or results.

Steps:

- **1/ List key tasks or activities**
  e.g., content creation, workshop facilitation, communication, evaluation).
- **2/ Identify team members or partners**
  Include staff, volunteers, artists, youth participants, or external partners.
- **3/ Assign R, A, C, and I for each task**
  Each task should have at least one Responsible and one Accountable.
- **4/ Share the matrix with the whole team**
  So everyone understands their role and expectations.
- **5/ Update it if needed**
  Roles can evolve during the project.

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TIPS

1/ One task = one Accountable person

This avoids confusion and delays.

2/ Don’t overload one person with too many “R” roles

Balance responsibilities to prevent burnout.

3/ Involve young people when relevant

They can be Responsible or Consulted, not only Informed.

4/ Keep the matrix simple

A clear table works better than long explanations.

5**/ Use the RACI matrix as a discussion tool**

It’s not just administrative — it helps teams talk openly about roles, power, and decision-making.

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