

Leading effective teams from home:

Accountability for implementation

By the Catalyst Research Team* on June 3rd, 2020

When do things get done after a meeting? When members take responsibility for specific to-dos. How can the meeting be managed in a way that guarantees the implementation of project plans through the execution of meeting decisions?

First, aim for clarity of decisions – unclear decisions die from confusion.

Second, align member capabilities with follow-up step requirements. For example, a step depending on specific technical expertise cannot be executed by a nonexpert.

Third, ascertain the commitment of the person(s) who is the best match for the step.

Fourth, record the assignments WITH DEADLINES.



.....

Various forms have been invented for recording who does what by whom. A popular version is called a RASCI Chart.

RASCI is an acronym for Responsible, Accountable, Supportive, Consulted, and Informed. The RASCI Chart lists who has each of the five roles for each follow-up step from the meeting decisions.

***R = Responsible** - lead person for successful task completion or process owner.*

***A = Accountable** - person that R reports to and who supports R's efforts, possibly the team leader.*

***S = Supportive** - members needed for getting the work done.*

***C = Consulted** - expert resource whose input is needed or key support for implementing the task work.*

***I = Informed** - people who need to be notified of results or actions taken but not involved in the decision process..*

Steps for Completing the RASCI Chart:

1. List the steps or activities in the left column.
2. Name the team members across the top row of the chart.
3. In each cell linking an activity and a person, list the role for that person R, A, S, C, or I.
4. Assure that each activity has only one R listed, so the responsibility is clearly assigned. This person takes the lead. The other roles can appear multiple times.
5. Assign deadlines for each R. Use additional deadlines for other roles if it might improve coordination.
6. Some versions of RASCI Charts include a column for listing the qualities of an effective outcome for that task completion.

RASCI for Team _____ for Week _____

Activity / Team member name						Supervisor
A-						
B-						
C-						
D-						
E-						
F-						
G-						

Resources:

<https://www.girlsguidetopm.com/a-complete-guide-to-raci-rasci-charts/>

<https://projectbliss.net/rasci-chart-template-instructions/>

<https://thedigitalprojectmanager.com/raci-chart-made-simple/>

The RASCI Chart is a basic action planning form. End the meeting by completing this form and saving it where meeting notes are stored. Begin the next meeting by reviewing the RASCI Chart – who got what done on time and who needs more support.

[READ MORE ON OUR WEBSITE](#)

*The Catalyst Research Team consists of faculty and graduate students at Texas A&M, Boise State, and Texas State universities. In alphabetical order the team contributing to this series of articles consists of:



Mike Beyerlein, Rodney Boehm, Dan Brossart, Soo Jeoung “Crystal” Han, Ashlynn Kogut, Jiacheng Lu, Michele Norton, Miranda Walichowski, and Lei Xie

[TO SUBSCRIBE](#)