

PetMart Website RACI Matrix v. 02

Project Name: PetMart Cool Pets Store - Website
 Created by Name: Joe Schmoie, Functional Business Analyst
 Created on Date: 5/20/2013

Updated by Mark Warrick
 Updated: 1/27/2017

Deliverables	Project Sponsor	Operations SME	Finance and Accounting	IT Project Manager	Functional Business Analyst	Technical Business Analyst	Quality Assurance	Web Developer	Report Developer	Database Administrator	Server Support and Operations	3rd Party Vendor: e-Commerce Banker
Business Case (Problem Statement and Scope, Business Goals, Solution Scope, Costs and Benefits)	A&C	C	C	C	R	C	I	I	C	C	C	C
Project Charter (Problem Statement, Goals, Stakeholder Roles and Responsibilities, In Scope and Out of Scope Items)	A&C	C	C	C	R	C	I	I	C	C	C	C
Requirements Management and Communication Plan	A&C	I	I	C	R	C	I	I	I	I	I	I
Business Requirement Document	A&C	C	C	C	R	C	I	I	I	I	I	I
Technical Requirement Specification Document	A&C	C	C	C	C	R	I	I	I	I	I	I
Financial Reporting	A&I	C	C	I	R	C	I	I	C	I	I	I
Operational, Maintenance & Support Reporting	A&I	C	C	I	R	C	I	I	I	I	I	I
Test Plan with Test Scripts: User Acceptance Testing	A&I	I	I	I	C	C	R	I	I	I	I	I
Test Plan with Test Scripts: Unit and End to End System Testing	A&I	I	I	I	C	C	R	I	I	I	I	I
Requirements Traceability Matrix	A&I	I	I	I	R	C	I	I	I	I	I	I
Website Storyboard, Wireframes and Prototypes	A&I	C	C	I	R	C	I	C	C	I	I	I
Website and Web Services	A&I	I	I	R	C	C	C	C	C	C	C	C
Website and Reporting Database and Views	A&I	I	C	I	I	I	C	C	R	C	C	C
Solution Preparedness Review	A&C	C	C	C	R	C	C	C	C	C	C	I
Go / No Go Decision	R	I	I	C	C	C	C	I	I	I	C	C

Legend:

Responsible: (R) Person who actually completes the task

Accountable: (A) The decision maker or approver (only one person can be Accountable per task, does not need to be the same person Accountable for all tasks).

Consulted: (C) Must be consulted prior to the final decision or action , two-way communication with project team. Usually indicates a constraint, or SME involvement.

Informed: (I) The individual who needs to be informed after a decision or action is taken. One-way communication (they are alerted to a change in state). Usually indicates a dependency.