RACI MATRIX - INSTRUCTIONS

What is RACI?
RACI is a responsibility assignment matrix that clarifies roles for each project deliverable:

R - RESPONSIBLE (Doer)   The person(s) who do the actual work. Multiple people can be Responsible.

A - ACCOUNTABLE (Owner)   The ONE person ultimately answerable for the deliverable. Only ONE 'A' per row.

C - CONSULTED (Expert)   People whose input is required before decisions. Two-way communication.

I - INFORMED (Stakeholder)   People who need to know about progress. One-way communication.

How to Use This Template:
1. Go to the 'RACI Matrix' tab
2. Customize the roles (column headers) to match your team
3. Customize the deliverables (rows) to match your project
4. Fill in R, A, C, or I in each cell
5. Ensure each row has exactly ONE 'A' (Accountable person)
6. Ensure each row has at least one 'R' (Responsible person)
7. Keep 'C' and 'I' assignments minimal to avoid overhead
8. Review with your team and update as the project evolves

RACI MATRIX: Credit Card Fraud Detection Model

Project Owner: VP Fraud & Risk | Last Updated: January 2026

Deliverable / Activity	Executive Sponsor	Business Owner	Project Manager	Data Scientist	ML Engineer	Data Engineer	Software Engineer	Legal/Compliance	Security/Privacy	Operations Team	DevOps/MLOps	Notes
PROJECT INITIATION												
Project Charter	A	C	R	C								*Formal authorization*
Business Case Development	A	R	C	C								*ROI justification*
Feasibility Assessment	I	A	C	R	C	C		C				*Technical + data + business*
Budget Approval	A	C	R									*Financial authorization*
DATA PREPARATION												
Data Access Requests	I	C	R	C		A		C	C			*Legal + security approval*
Data Quality Assessment	I	C	C	A/R		C						*Assess completeness*
Privacy Compliance Review	I	C	I	I		I		A/R	C			*GDPR, CCPA compliance*
Exploratory Data Analysis	I	C	I	A/R		C				C		*Understand patterns*
Feature Engineering	I	C	I	A/R	C	C				C		*Create features*
Data Pipeline Development	I	I	I	C		A/R						*ETL for training*
MODEL DEVELOPMENT												
Model Architecture Selection	I	C	I	A/R	C							*Algorithm choice*
Baseline Model Training	I	I	I	A/R								*Simple benchmark*
Production Model Training	I	C	I	A/R	C							*Full training*
Model Evaluation	I	C	I	A/R	C					C		*Test performance*
Bias & Fairness Assessment	I	C	I	A/R				C		C		*Check for bias*
Model Documentation	I	C	I	A/R	C							*Model card*
DEPLOYMENT & INTEGRATION												
Model API Development	I	I	I	C	A/R		C					*REST API*
System Integration	I	C	C	C			A/R			C		*Connect systems*
Security Review	I	I	I					C	A/R		C	*Vulnerability check*
Production Deployment	I	C	C	C	C				C		A/R	*Go-live*
OPERATIONS & MONITORING												
Monitoring Setup	I	C	I	C	A/R						C	*Dashboards, alerts*
Performance Monitoring	I	I	I	C	A/R					I	C	*Ongoing tracking*
Incident Response	I	I	C	C	A					C	R	*Troubleshooting*
Model Retraining	I	C	I	A/R	C	C						*Periodic updates*
User Training	I	A	C	C						R		*Ops team onboarding*
GOVERNANCE & COMPLIANCE												
Quarterly Model Review	I	A	R	R				I		C		*Performance review*
Compliance Audit	I	C	C	R				A	C			*Regulatory check*
Risk Assessment	I	A	R	C				C	C			*Risk management*

RACI LEGEND & BEST PRACTICES

RACI Color Coding:

| R | Responsible - Does the work |

| A | Accountable - Owns outcome (ONE per deliverable) |

| C | Consulted - Provides input before completion |

| I | Informed - Kept updated on progress |

Key Rules:
✓ Each deliverable must have exactly ONE 'A' (Accountable)
✓ Each deliverable must have at least one 'R' (Responsible)
✓ Keep 'C' minimal (2-3 max) to avoid slow progress
✓ Keep 'I' minimal - only those who truly need updates
✓ Update when team members change or scope shifts