

Sample Project Management RACI Chart

Stage	Legal Service Delivery Team						Client			Other Advisors
	Lead Partner	Practice Lawyer 1	Practice Lawyer 2	Other Legal Service Providers - Clerks	Other Legal Service Providers - Litigation Support	Other Legal Service Providers - Managed Legal Services provider	General Counsel	In-House Counsel	Business Leads	
Stage 1	A	R	R				C	I	I	
Stage 2										
Stage 3										
Stage 4										
Stage 5										
Stage 6										

Legend:

R: The person(s) **Responsible** for the creation and delivery of the item and is the owner(s) of the item during the lifecycle of the project.

A: The person(s) with the Approval authority (**Accountable**) to Sign-off & Approve the content of item(s) created by the Responsible person.
(ie. last person to approve)

C: The person(s) whose opinions are sought through **Consultation** who may also assist the Responsible:

- In the creation of the item and/or
- Plays the role of Reviewer of the content of the item.

I: Those kept **Informed** of the tasks or deliverables for either FYI purposes only or use the work for further input into their downstream deliverables.
In both cases, this is meant to be one-way communication.