

Responsibility Assignment Matrix - RACI Chart Event

Project activities		People																			
		Jeff	Michael	Reto	YOU	Alex	Anna	Bill	Cindy	Felix	Fred	Hans	John	Livio	Luc	Marco	Paul	Peter	Sue	Ted	Tim
	Planning / Schedule																				
	Risk Management																				
	Quality Management																				
	Procurement																				
1	Initial Planning																				
2	Accreditation																				
3	Marketing Plan																				
4	Sponsorship																				
5	Financial Planning																				
6	Venue Plan																				
7	Logistics																				
8	Protocol Preparation																				
9	Communication Plan																				
10	TV Broadcasting																				
11	Risk & Contingency Plan																				
12	Medical Service																				
13	Transport																				
14	Equipment Deployment																				
15	Service Test																				
16	Documentation																				
17	Official Approval																				

R – Responsible (works on), A – Accountable, C – Consulted, I – Informed, Q – Quality Reviewer