

# RACI template

Activities & deliverables	Executive Sponsor	Project Manager	Enablement Lead	Sales Op Lead	Product Lead	Marketing Lead	Tech Lead	Admin Support	Role #9	Role #10
<b>Initial phase</b>										
Identify objectives	C/I	A	C	C	C	C	I			
Research solution	I	A	R	R	R	R	I			
Develop business case	C/I	A	R	R	R	R				
<b>Planning phase</b>										
Create project charter	C/I	R/A								
Create timeline	I	R/A	C	C	C	C	C	I		
Additional plans as required	I	R/A	C	C	C	C	C	I		
<b>Execute phase</b>										
Deliverable #1										
Deliverable #2										
Deliverable #3										
Deliverable #4										
Create status report	I	R/A	I	I	I	I	I	I		
<b>Implementation phase</b>										
Launch activity #1		I	R/A	R/A	R/A	R/A	R			
Launch activity #2										
Launch activity #3										
Launch activity #4										
Perform change management	I	R/C	R	R	C	C	I			
<b>Close phase</b>										
Evaluation	C	R/A	C	C	C	C	I			
Report	I	R/A	I	I	I	I	I			