



b
business analysis
think differently

Stakeholder Involvement Matrix (RACI)
<<Project Name>>

<Delete and Replace
with Company Logo>

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Business Analysis (BAPL)

Improve | Innovate | Digitise



Project Information

Organisation	<<Organisation Name>>
Project Sponsor	<<Sponsor Name>>
Project Name	<<Project Name>>
Project Number	<<Project ID>>

Contact for enquiries and proposed changes

If you have any questions regarding the information in this document or suggestions for improving the document, please forward details to following

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Version History

Version	Date	Changed By	Nature of Amendment
		Business Analysts Pty Ltd	Draft

Review and Approval

The content of this document is hereby agreed to and approved by:

Name	Position	Signature	Date

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Stakeholder Involve

[Project Title]

[Date]

	ROLES	
	Sponsor	Domain SME
	Sponsor	
Deliverable/Task		
Business Requirement	A	C
Functional Requirement		C
BackLog		C
Tech Design		C
Deliverable/Task		
Deliverable/Task 1		
Deliverable/Task 2		
Deliverable/Task		
Deliverable/Task 1		
Deliverable/Task 2		
Deliverable/Task		
Deliverable/Task 1		
Deliverable/Task 2		

ment Matrix

Name or Role	Name or Role	Name or Role	Project Manager	Business Analyst	Project Lead	Solution Architects	Developer	Tester	Consultant	Customer	Regulator	Operational Support	Suppliers
r / Leadership			Project Team						Other Resources				
Phase 1													
			R	R	C	C	I	I		I	I	I	R
			R	R								C	
			R	R			R					C	
			R										
Phase 2													
Phase 3													
Phase 4													

Legends

R	Responsible	Assigned to complete the task or deliverable.
A	Accountable	Has final decision-making authority and accountability for completion. Only 1 per task.
C	Consulted	An adviser, stakeholder, or subject matter expert who is consulted before a decision or action.

I

Informed

Must be informed after a decision or action.