

# Who Owns What?

- (1) You have multiple projects on the go but not sure who owns what;**
- (2) Work isn't moving forward and you can't figure out the blocker;**
- (3) Asking why you are involved in yet another meeting?**

## THE PURPOSE

Imagine you are part of music band.

You've spend hours rehearsing and fine-tuning your show, but when you're standing on the big stage the lights come on there's confusion:

- Who's supposed to start?
- Who's supposed to leads the melody?
- Does the drummer keep the band on track?
- Who's supposed to get the crowd cheering you on?

As your team grows and projects become more complex, keeping track of who is responsible for what becomes increasingly difficult.

The result?

Miscommunication, overlooked tasks, too many opinions and the flow of the work is not in harmony.

Don't freeze on stage with my take on the the RACI matrix. A simple yet powerful tool designed to give you clarity and structure for Who Owns What (WOW) to keep your projects and goals in motion.



## THE PROCESS

RACI-N is an acronym which stands for

- Responsible,
- Accountable
- Consulted
- Informed
- my bonus letter N..... Nothing.

The purpose of the RACI-N is to clarify roles and responsibilities for a project, initiative or general collaborative work.

Whenever you start a project or collaborative work it is key to get clear on all areas of the matrix.

### **Who's Responsible - Who is doing the work?**

- People or groups who do the work to complete the tasks.
- Each task should have at least one person responsible,

### **Who's Accountable - Who has ultimate ownership?**

- People or groups who delegate and review the work.
- Usually manager or leaders with the aim to ensure the responsible person or team knows their expectations and gets the work done.
- Each task should have a person accountable.

### **Who's Consulted - Whose opinion is needed?**

- People who provide feedback on work being done.
- They usually have a stake in the outcome of the work as it could affect their team.
- Not every project needs to consult with others, but you should consider the impact of the project and ask yourself "who might this affect"



## Who's Informed - Who need to be kept informed?

- People or groups that need to be kept up to date on progress but do not need to be involved in the decision making or task itself.
- Usually Heads/Directors of entire departments and above.

## Who gets Nothing - Who is not needed?

- Not everyone can or should have input into every project or collaborative effort.
- Be clear on who is NOT involved in decision making or completing a process or task.

## Not involving someone or a group is easier said than done.

It sometimes feels like excluding people. Remember the purpose of the RACI-N is not to exclude, but to:

- Drive efficient collaboration
- Support project and goals moving smoothly
- Not waste others time with sh!t they don't need to be involved in.

Here are some questions to ask when deciding who doesn't need to be involved:

- Will this person/group truly add value to the project
- Does this person/group have the skill set to complete the work
- How available is this person/group to participate in the project
- How might this person/group be affected by the project outcome
- What might be the result of adding this person/group to the project
- Do the people/group **need** to know, or **want** to know information

Asking the above questions can help you explain to someone why you are sparing their time.



## Example RACI-N Matrix

**Role** →

**Task** ↓

Tasks/ Deliverables	Web Developer	Project Manager	Design Team	Company Leadership
Coding the Website	R	A	C	I
Design Implementation	C	A	R	I
Project Oversight	I	R	I	A
Progress Reporting	C	R	I	A



## How to make your RACI-N:

An easy way to set this up is in an Excel spreadsheet

### Step 1

- Open Excel
- List all the project tasks/deliverables (group the work if needed)
- Include everything from initial planning to execution
- Down the left hand side of the spreadsheet, list all the deliverables

### Step 2

- Identify the roles involved in the project
- Include everyone/team who will have some degree of involvement
- This could be individuals, team or departments
- Create a column for each role in your table

### Step 3

- Plot the RACI-N letter in each cell as shown in the above example
- There can only be one of the RACI-N letters in each cell

### Step 4

- Review the RACI-N chart
- Check every cell has a RACI-N letter assigned
- Check for gaps or overlaps and adjust accordingly

### Step 5

- Share and discuss with the team
- Ensure complete clarity and understanding
- Offer opportunities for questions
- Revisit the chart regularly
- In the event edits need to be made, ensure you are resharing the chart to support clarity!



## Now it's your turn to get prepared.

Want help in creating your own RACI-N then **LETS CONNECT** for a no obligation chat.

**P.s** If you're a People Manager looking to elevate your capabilities and this Playbook was helpful....

Check out my **3 Month Emerge Program** that packs a punch in setting you up for success.

You will come away with fundamental management skills and tools that you wished they had sooner, that drive accountability and results that enable you to emerge as the leader you want to be.

[Let's Connect](#)

