

**SSBC and WSI
RACI Matrix**

"R" Responsible - Those who do the work to achieve the task. There is typically one role with a participation type of responsible, although others can be delegated to assist in the work required.

"A" Accountable - The one ultimately answerable for the correct and thorough completion of the deliverable or task, and the one who delegates the work to the one responsible. An accountable must sign off (approve) on the work that responsible provides. There must be only one accountable specified for each task or deliverable.

"C" Consulted - Those whose opinions are sought, typically SMEs; and with whom there is two-way communication.

"I" Informed - Those who are kept up to date on progress, often only on completion of the task or deliverable; and with whom there is just one-way communication.

"A/R" Accountable and Responsible - The one ultimately answerable for the correct and thorough completion of the deliverable or task and the one who does the work to achieve the task.

		Under \$50K							
		SSBC	BLJC-WSI						
		Real Estate Services (applies to owned buildings only)	Direct with Client (Under \$50K)	Contract Performance Manager	Property Superintendent	WSI - Administrative Support Manager	WSI Service Delivery Leader - Projects	WSI - Facilities Manager	BLJC-WSI 3rd Party Consultants/Contractors
PLANNING									
Programs of Projects	For detailed information regarding the plans please refer to the "Instructions" for the appropriate program. Unplanned projects should follow the established processes outlined in the "Instructions".								
	Plan Developed								
	Maintenance and Rehabilitation								
	Mandatory Operating Equipment								
	Royal Canadian Mounted Police 310								
	Plan Approved								
	Maintenance and Rehabilitation								
	Mandatory Operating Equipment								
	Royal Canadian Mounted Police 310								
	Plan Released								
	Maintenance and Rehabilitation								
	Mandatory Operating Equipment								
	Royal Canadian Mounted Police 310								
The planning process for programs of projects is the same for all regardless of the dollar value.									
Monitoring Landlord Delivered Projects									
	Review Available Documents								
	Project Requirements and Options Development Participation								
	Design Participation								
	Construction Phase Participation								
	Post Construction Phase Participation								
Tenant Service									
	Requirement Identified		A		C	I	C		
	Project Initiated		A			I	R	I	
	Review Available Documents		C		C		A/R	C	
	Confer with Client to Determine Intent		C		C		A/R	C	
	Consult with Internal Partners		C		C		A/R	C	
	Conduct Site Visit if Necessary		C		C		A/R	C	
	Commission Feasibility if Necessary		A				R	I	C
IMPLEMENTATION									
	Develop Project Charter								
	Prepare RFS Package for Approval		I	A		I		R	
	Design		C	R			A		C
	Tender and Award			I			A		R
	Construction			I			A	I	C
	Change Management			C			A		
	Document Control				C		R	R	
	Hazardous Materials		C				A	I	R
	Quality Assurance and Control						A	R	R
	Safety and Security			C			A	I	
COMPLETE									
	Project Declared Substantially Complete			I			A	I	R
	Inspection and Acceptance Walkthrough Conducted			R			A	R	R
	Deficiencies Identified and Rectified			R			A	C	R
	CSAT Request Sent			R			A		
	Lien Search						A		
	CMMS and ICS Completed						A	I	C
	As Built Drawings Accepted and Distributed/Filed						A	C	R
	Manuals Received and Distributed						A	R	R
	Technical Close Declared						A		
CLOSED									
	Financial Close						A	R	

		Over \$50K										Other			
		SSBC	BLJC-WSI									Landlord Authority			
		Real Estate Services	Client Services / Workplace Development Services	Direct with Client (Under \$50K)	SSBC with Client (Over \$50K)	Contract Performance Manager	Property Superintendent	BLJC WSI - Director Projects	BLJC WSI - Team Lead	BLJC WSI - Project Manager	WSI - Administrative Support Manager	WSI Service Delivery Leader - Projects	WSI - Facilities Manager	BLJC-WSI 3rd Party Consultants/Contractors	
		C		C	C	C	C	A				C		R	
				C	C		C	A				C		R	
			I	C	C	C		A				C		R	
		A	C	C	C	C	C							C	
				C	A	C	C							C	
		I	I			A	I	R	R	I	R	I	I		
						I		A	R	I	R	I	I		
						A		R	R	I	R	I	I		
		C						A	R	R					
		C						A	R	R					
		C						A	R	R					
		C						A	R	R					
		C						A	R	R					
		C	R			A		C	I	I	C				C
		I	A			C		I	I	I	R			I	
		C				C					A/R			C	
		C				C					A/R			C	
		C				C					A/R			C	
		C				C					A/R			C	
		A				I					R			I	C
		C	A					C			R				
		I	A								R				
		R									A			C	
		I									A			R	
		R									A			C	
		I									A			I	C
		A									A			R	
		C	C								A			I	R
											A			R	R
		I									A			R	R
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		I									R	A			