



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.

RACI Matrix		Under \$50K		Over \$50K		Other													
		RPD	BGIS WSI	RPD	BGIS WSI														
<p>"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.</p> <p>"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.</p> <p>"C" Consulted Those whose opinions are sought, typically SMEs; and with whom there is two-way communication.</p> <p>"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.</p> <p>"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.</p>		RPD - RPS and Mining (RPS Approver)	Facilities Management Services	WB - Administrative Support Manager	WB Service Delivery Leader - Projects	WB - Facilities Manager	2025-WSI-1st Party Consultants/Contractors	Client Services	Workplace Development Services	Facilities Management Services	2025 WSI - Managing Director Project Delivery Services	2025 WSI - Program Planning Manager	2025 WSI - Team Lead	2025 WSI - Project Manager	WB - Administrative Support Manager	WB - Service Delivery Leader - Projects	WB - Facilities Manager	2025-WSI- 3rd Party Consultants/Contractors	Landlord Authority
PLANNING		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".																	
Programs of Projects	Plan Developed																		
	Plan Approved																		
	Plan Released																		
Monitoring Landlord Delivered Projects																			
	Review Available Documents																		
	Design Participation																		
	Construction Phase Participation																		
	Post Construction Phase Participation																		
Project Delivery																			
	Requirement Identified																		
	Project Initiated																		
	Review Available Documents																		
	Consult with Internal Partners																		
	Commission Feasibility if Necessary																		
IMPLEMENTATION																			
	Develop Project Charter																		
	Prepare RFS Package for Approval																		
	Design																		
	Tender and Award																		
	Construction																		
	Change Management																		
	Document Control																		
	Hazardous Materials																		
	Quality Assurance and Control																		
	Safety and Security																		
COMPLETE																			
	Project Declared Substantially Complete																		
	Inspection and Acceptance Walkthrough Conducted																		
	Deficiencies Identified and Rectified																		
	CSAT Request Sent																		
	Lien Search																		
	CMMS and ICA Completed																		
	As Built Drawings Accepted and Distributed/Filed																		
	Manuals Received and Distributed																		
	Technical Close Declared																		
CLOSED																			
	Financial Close																		