

RACI Chart

This chart is to depict the key roles and responsibilities of users associated with the key elements required of business continuity management.

	Create/Develop a Quality Business Continuity Plan (BCP)							
	BCM Office	BIA	Risk Assessment	BC Strategies	Dependencies Identification	Train Team	Review & Update BCP	Test (Exercise) BCP
Unit Leader	I	A	A	A	A	A	A	A
Unit Business Continuity Representative (BCR)	R	R	R	R	AR	AR	AR	AR
Business Continuity Management Office	A	C	C	C	C	C	C	C
BCM Steering Committee	C	I	I	C	C	C	C	C

RACI Chart	
R Responsible	This team member does the work to complete the task. Every task needs at least one Responsible party, but it's okay to assign more
A Accountable	This person delegates work and is the last one to review the task or deliverable before it's deemed complete.
C Consulted	Every deliverable is strengthened by review and consultation from more than one team member. Consulted parties are typically the people who provide input based on either how it will impact their future project work or their domain of expertise on the deliverable itself.
I Informed	These team members simply need to be kept in the loop on project progress, rather than roped into the details of every deliverable

