

RACI Matrix — Google Sheets Guide

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Clarify who is Responsible, Accountable, Consulted, and Informed

Instructions for the Praxiox RACI Matrix in Google Sheets. Colour-coded R/A/C/I cells, pre-populated activities, and an instructions tab with key rules.

What's included

- Pre-built matrix with 6 sample roles
- Colour-coded R/A/C/I cells
- 12 sample project activities across the delivery lifecycle
- Instructions tab with definitions and 7 rules
- Legend with visual colour reference
- Easy to extend: add columns for new roles, rows for new activities

How to use it

- 1 Make a copy of the Google Sheets template
- 2 List your project roles as column headers
- 3 List your key deliverables and decisions as row labels
- 4 Assign R, A, C, or I for each role/activity intersection
- 5 Validate: every row has exactly one A, and at least one R
- 6 Socialise with the team at project kickoff

Assign RACI roles directly in Praxiox. Link accountability to tasks, milestones, and project risks in one workspace.

Visit praxiox.com to turn this template into a live Praxiox project.

