**Purpose**

This is one of two Role Clarification tools intended to help NGOs and their community partners organize team members into their respective roles for project implementation. By outlining the roles and responsibilities visually, a project planning committee can ensure that the appropriate team members are assigned each task and that there is no ambiguity in responsibility. The completed worksheet should be shared with the relevant team members and reviewed when necessary.

**How to use this tool**This tool should be completed by a project planning committee with input from logisticians, budget managers, and local and NGO project managers. To use this tool most effectively, the project planning committee should have a completed budget and illustrative project timeline available (**Tools 2.1** and **2.2**), along with any contractual or deliverable requirements.

This table walks a project planning committee systematically through the process of planning for implementation as described in the Working Hand-in-Hand section of the framework (page 46). For each activity, the committee should list tasks that need to be completed. Some of these tasks may be listed in the project timeline or be pulled directly from donor requirements. However, for this table to be most useful, activities may need to be split into individual tasks assigned to different team members. In other words, each activity in a project timeline could have its own RACI chart and its own, more specific timeline.

List each task in the first column and the proposed or required completion date in the second. Next, discuss which team members, groups, or institutions are best suited to complete each task. This may require the planning committee to look back at its previously completed **Tool 4: STEP** and **Tool 6: SWOT** analyses.

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Similar to **Tool 7.1: RACI Chart for Decision Process**,this chart organizes implementation roles into four categories:

* **Responsible:** The people actually performing the task (e.g., trainers, builders, game scouts)
* **Accountable:** The project manager or other entity reporting back to the donors, often NGO leadership
* **Consulted:** Community members or groups that may have knowledge or expertise about the activity and its implementation
* **Informed:** Community members or groups that may be affected by the activity

List the various team members and beneficiaries in the appropriate columns. After completion, distribute the chart to all relevant stakeholders, along with an updated project timeline, to ensure transparency and build trust in the implementation process.

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|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task** | **Completion Date** | **Responsible** | **Accountable** | **Consulted** | **Informed** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |