

Responsibility Assignment Communication

R.A.C.E. is an acronym to ensure all parties receive effective and appropriate communication:

Responsible: Doing the Task

The person or persons who are responsible for getting the work done.

Accountable: Owning the Task

This person or persons won't get the work done, but are responsible for the overall completion.

Consulted: Assisting

This person, role or group will provide information useful to completing the task. There will be two-way communication between those responsible and those consulted.

Enlightened: Keeping Aware

These people or groups will be kept up to date on the task. This could be on progress, or when the task or deliverable is completed. They won't be asked for feedback or review, but they can be affected by the outcome of the task. There should be one-way communication to these roles or groups.

Ask yourself a few more questions:

1. What is an effective timeframe for this communication?
2. Who am I leaving out?
3. Is there anyone I should purposely leave out?
4. Is anyone in an atypical situation that I would need to communicate with in a different way?