



**RACI Chart – Project 4c2:
Policy regarding the parameters for the renewal of agreements**



R

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C

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Accountable

Informed

Responsible

Consulted

Task List	Deadline to Complete	Responsible	Accountable	Consulted	Informed	Comments
Group discussion of agrmt dev process; department needs	July 2024	All project team	kva	- Legal - Targeted Mgrs		speak to managers whose perspectives are not already at the table
Research resource documents	September 2024	BC, JW	kva	Project team		BC, JW to coordinate the groups research efforts
Group review of research/develop policy outline	October 2024	All project team	kva	Managers		talk to managers if there are outstanding questions from research



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Create first draft of policy	November 2024	kva	kva	Project team Legal		Drafts will be circulated and feedback solicited from group and others if necessary
policy draft review	Nov/Dec/Jan	Project team	kva			meetings as necessary
Draft final policy	January 2025	kva	kva	Project team		
CM sign-off form	January 2025	DvD, TS	kva	Project team		
Develop education program	February 2025	CG, SB	kva	Project team		
Attend managers meetings to educate on policy	March 2025	kva + 1 project team member	kva	Project team	HR Directors Managers	1 project team member will attend each manager meeting with kva





Responsible



Accountable



Consulted



Informed

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