



Accountable

Informed

Responsible

Consulted



RACI Chart

Task List	Deadline to Complete	Responsible	Accountable	Consulted	Informed	Comments
Catalogue current standard practices and templates being used for projects	November 2025	Michelle	Michelle	DvD M. Giberson S. Hammill	K Allan	
Research best practices	November 2025	DvD	Michelle	M. Giberson S. Hammill	K Allan	
Identify needed templates	January 2026	Team (facilitated by Michelle)	Michelle	Project leads Communications	K Allan	
Consult – gather any additional opportunities from project leads	January 2026	Michelle	Michelle	Project Leads	K Allan SLT	
Create Templates	April 2026	Michelle	Michelle	Project Leads	K Allan	To be determined based on opportunities/ number of templates required





Create education on templates and practices	May 2026	Michelle	Michelle	Communications DvD M. Giberson S. Hammill	K Allan	
Create communication plan for project leads	May 2026	Communications	Michelle	DvD M. Giberson S. Hammill	K Allan	
Education Roll-Out for Project Leads	June 2026	Mark	Michelle	DvD S. Hammill	K Allan	

