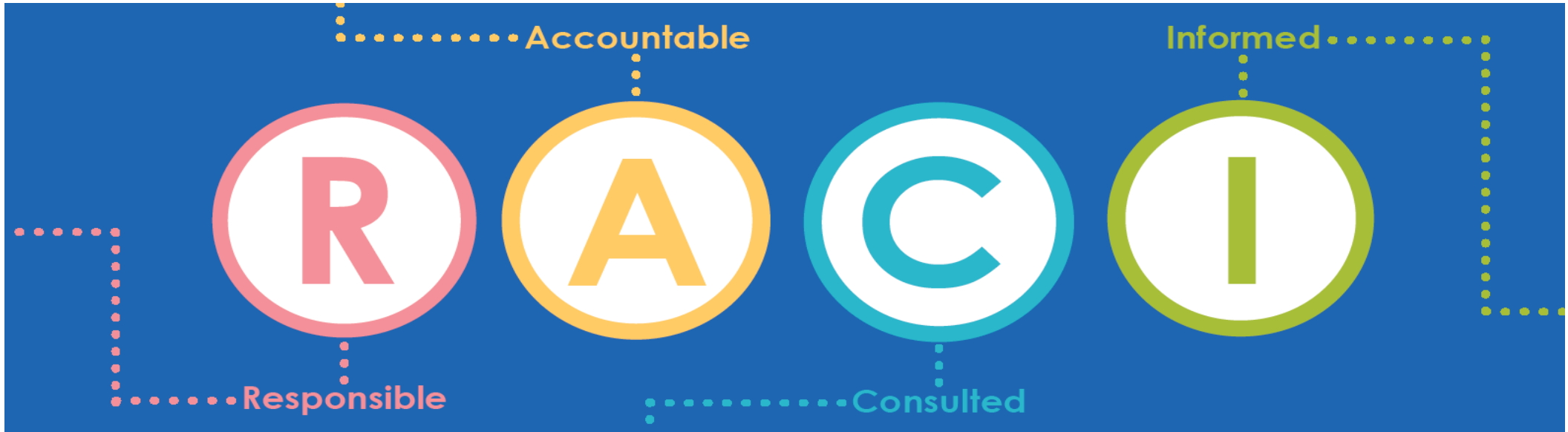


RACI Chart – 4c1 – Catalogue Current Agreements

Task List	Deadline to Complete	Responsible	Accountable	Consulted	Informed	Comments
Identify agreements with an operational or financial component such as an invoice, payment, and/or renewal	Q1 2025	Ashley Ford Jacklyn Iezzi Andy O'Leary Nicole Olmstead Lauren Stewart	Desirée van Dijk	Content experts Christine Gilbert		
Confirm the location(s) of agreements and modify the locations if necessary to ensure all in-scope agreements are stored in SHaRE	Q1 2025	Ashley Ford Jacklyn Iezzi Andy O'Leary Nicole Olmstead Lauren Stewart	Desirée van Dijk	Content experts		
Determine the metadata columns necessary to facilitate a workflow for agreement tracking and follow-up	Q2 2025	Kristen Van Alphen Desirée van Dijk IT member	Desirée van Dijk	Content experts Christine Gilbert Lauren Stewart Mark Giberson		





RACI Chart – 4c1 – Catalogue Current Agreements

Task List	Deadline to Complete	Responsible	Accountable	Consulted	Informed	Comments
Populate metadata columns	Q3 2025	Ashley Ford Jacklyn Iezzi Andy O’Leary Nicole Olmstead Lauren Stewart Kristen Van Alphen Desirée van Dijk	Desirée van Dijk	Content experts		

Team: Ashley Ford, Jacklyn Iezzi, Andy O’Leary, Nicole Olmstead, Lauren Stewart, Kristen Van Alphen

