



Accountable

Informed

Responsible

Consulted



RACI Chart

Task List	Deadline to Complete	Responsible	Accountable	Consulted	Informed	Comments
Develop a list of current online services available	June 2024	Christine	Tim	Project Team		
Meet with departments to determine online service needs	September 2024	Christine	Tim	Project Team SLT Key staff	Most staff	List of questions to ask Responsibility for each department
Review list of current services and	November 2024	Christine	Tim	Project Team		





compare with additional needs						
Prioritize online service improvements and determine implementation timelines	December 2024	Christine	Tim	Project Team SLT		
Develop a recommendation for a 5 year plan and present to SLT/Committee	June 2025	Christine	Tim	Project Team SLT	Service Review Ad Hoc Committee	



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