



# RACI Chart – Project 1c2

## Market Review, Benefit Review, and Compensation Policy

Project Sponsor – Kate Allan (KA)

Project Team – Melissa Clancy (MC), Kristen Van Alphen (KVA), Lara Widdifield (LW), Annie Reed (AR), and Lindsey Harris (LH)

Task List	Deadline to Complete	Responsible	Accountable	Consulted	Informed	Comments
Task #1 – RFP Responses Graded	Nov 17, 2023	KVA, MC, AR, LW	Lauren	n/a	n/a	Completed.





Responsible

Accountable

Consulted

Informed

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Task #2 – Group review of RACI and Project Charter	Dec 20, 2023	KVA, MC, AR, LW, LH, KA	MC	n/a	n/a	Completed.
Task #3 – Kick-off meeting with vendor	January 15, 2024	MC, AR	MC	n/a	KVA, LW, LH, KA	Provide update to project team as necessary following meeting.
Review of JD and Previous Evaluations	January 2024	MC, AR	All staff	All staff	All staff	



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Accountable

Informed

Responsible

Consulted

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Task #4 – Benchmarking Organizations chosen	Jan 30, 2024 Report to Council – February 26, 2024	MC, AR, LW	MC	Tim, KA	Pam, Tim N-H, LH	Provide update report to Council (or Committee) at this point with project status, and next steps.
Task #5 – Draft Compensation Policy for discussion	March 30, 2024	MC	MC, KVA	AR, KA, LW	n/a	Not including recommended percentile, just policy language.
Task #6 – Review results with vendor from market / benefit review	Q2 2024	MC	MC, AR, LW	Tim, KA, Benefit Broker (costing)	KVA, LH, Tim N-H	





Accountable

Informed

Responsible

Consulted

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Task #7 – Present Results and Policy to Council	Q3 2024	MC & Vendor	MC, AR, KA & Vendor	LW, KVA, Tim	Council, Pam C	Including percentile for this review, and Compensation Policy
Task #8 – Implementation of Market Review, including Communication to staff	Q3 2024	MC, AR & Payroll	MC, AR & Payroll	n/a	Employees, Union Reps, Managers	
Task #9 – Compensation Policy	Q4 2024	MC	KVA, MC	Tim, Council	KA, LW, LH, AR	

