



Accountable

Informed

Responsible

Consulted



RACI Chart

Task List	Deadline to Complete	Responsible	Accountable	Consulted	Informed	Comments
Walkthrough existing process as is (since it occurs before project starts) and note any pain points or areas for improvement	July 1, 2024	Christine KVA	Kate	SLT Department heads	All staff	
Summarize pros/cons of current process and timelines to	July 1, 2024	Christine KVA	Kate	SLT Department heads	All staff	





use as a starting point						
Data collection and analysis of current fee and fee structures	August 2024	Christine	Kate	KVA Pam Lara	Staff	Develop a centralized and comprehensive list of all current fees including fees that we are not currently charging
Identify key fees (spread out within departments) to be assigned to departments to update in Fall 2024	September 2024	Christine KVA Pam Lara	Kate	SLT		
Develop rolling fee	September 2024	Christine KVA	Kate	SLT		



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review schedule and standardized templates		Lara Pam		Key staff with many fees to review		
Document optimized process and develop working areas for fee updates	September 2024	Christine KVA Lara Pam	Kate	SLT		
Present findings and recommendations to Service Review Ad Hoc Committee		Kate	Kate	Christine KVA Lara Pam SLT Service Review Ad Hoc Committee		



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Implement rolling schedule and roll out to staff along with education on process/templates		Christine KVA	Kate	Lara Pam		
Debrief after first round of new process to assess and determine if any adjustments are required		Christine	Kate	KVA Lara Pam SLT		

