



Accountable

Informed

Responsible

Consulted



RACI Chart

| Task List | Deadline to Complete | Responsible | Accountable | Consulted | Informed | Comments |
|---|----------------------|------------------|-------------|-----------------------------|--------------------------|----------|
| Document current practices | 02/28/2024 | Lara, Jeff, Matt | Pam | Annie, Managers | Service Review Committee | |
| Identify overlaps and gaps between the functional groups | 03/15/2024 | Lara | Pam | Jeff, Matt, Annie, Managers | Service Review Committee | |
| Strategize solutions to those overlaps and gaps (i.e. clustering/centralizing a particular type of work, joint training, cooperative efforts, clarifying roles and jurisdictional boundaries) | 04/15/2024 | Lara | Pam | Jeff, Matt, Annie, Managers | Service Review Committee | |





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|---|----------------------|------------|----------|-----------------------------|--------------------------|-----------------------------------|
| Document proposed solutions as a procedure or operational manual | 05/15/2024 | Lara | Pam | Jeff, Matt, Annie, Managers | Service Review Committee | |
| Summary Report to Ad-Hoc Committee | 06/15/2024 | Lara | Pam | Jeff, Matt, Annie, Managers | Service Review Committee | End of formal project |
| Supervisors meet quarterly to look at the upcoming quarter to determine work that can be coordinated or supported by each other | 07/15/2024 | Jeff, Matt | Managers | Lara, Pam | Service Review Committee | Beginning of implementation Phase |
| Prepare annual work plans | January of each year | Jeff, Matt | Managers | Lara, Pam | Service Review Committee | |

