



RACI Chart

Task List	Deadline to Complete	Responsible	Accountable	Consulted	Informed	Comments
Training for 1b1 team members	March 2025	Amanda Carly Spencer Ashley M Nicole Desiree Kim	Kim			Each member of the team will be learning everything they can about Microsoft Teams, through videos, webinars and personal use
Highlight meeting	May 2025	Amanda Carly Spencer Ashley M Nicole Desiree Kim	Kim			Team will meet and discuss all the items they learned and what features would work in the City

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Findings Report	June 2025		Kim	Tim		Report of findings will be taken to the Ad Hoc Committee for information purpose.
Tool Kit, usage guide and process mapping	June 2026					The team will create a tool kit, usage guide and process mapping instructions that will be implemented within the City
Role out and education	December 2026					Team members will help with training departments throughout the City and educate them on the software

