

“RASIC” – A Role Clarity and Coordination Tool

R-A-S-I-C Explanation

R: Responsibility

Responsibility (R) means you are responsible for leading, planning, budgeting, coordinating and managing the work of others, setting the pace for a project or activity from beginning to end, asking for input, evaluating progress, and communicating status and next steps. You are accountable for the work getting accomplished. There is usually only one R per project, goal, activity, or task.

A: Authority

Authority (A) means you give approval or you sign-off to enable a specific activity to occur. A person can be both an A and an R, or there may be a separate A and R for a project or activity. There can be more than one A.

S: Support

Support (S) means you implement a project or task, or part of a project, that someone else is Responsible for. An S may lead or be responsible for specific tasks, but may also work closely with an R to ask questions or for feedback along the way to accomplish the tasks. In job descriptions the word “assist” is often used to describe this role. There can be more than one S.

I: Inform

Inform (I) is one-way communication. As an I, you will receive information about a task or project after decisions have been made. There can be more than one I.

C: Consult

Consult (C) is a two-way dialog within a decision-making process. The person who has the Authority or approval for the project or task should always be Consulted. When you are Responsible for an activity or decision you may need to Consult with team members on certain tasks to make a decision. If you have a C for a certain task, you can expect that the R on the task will Consult with you to solicit your feedback prior to their decision. There can be more than one C.