

Appendix H.1 - RACI

			Full Business Case																																													
R	RESPONSIBLE The person who will do the work to complete the task / produce the associated deliverable.		FBC Applicable to all stages																								FBC																					
A	ACCOUNTABLE The person ultimately answerable for the correct and thorough completion of the deliverable or task, the one who ensures the prerequisites of the task are met and who delegates the work to those responsible.	OBC stage	Project Stage Kick Off Session	Full Business Case	Project Financial Spreadsheet	Exception Report	Issue Flag Report	Exception Flag Report	NEW - Sharepoint documentation and management	Change Request	Project Plan	Budget Management	RAID	RACI	Project Board ToRs/ Governance	Project Board Minutes & Actions	Project team ToRs	Action Log	Lessons Log	Supplier/Team Status Reporting	PMO project Highlight report	Support Services Resource Recharging	End Stage Review / Retrospective session	Mayors Forward Plan (If >£500k and/or impacting 2 or more wards)	Publish Officer Executive Decisions	EQIA	Climate and Environmental Impact Assessment (CEIA) *previously EcolA	Benefit Contracts	Stakeholder Mapping	Communication Plan	Tender/specification	Route to market & Procurement Strategy	Contract Review and refinement	Contract Negotiations	Privacy Impact Assessment	Solution Design	BA Statement of Work	SA Statement of Work	Requirements (non-functional)	Requirements (functional)	FBC Stage	Delivery						
C	CONSULTED Those whose opinions are sought, typically subject matter experts; and with whom there is two-way communication typically before action or decision taken																																															
I	INFORMED Those who are kept up-to-date on progress, often only on completion of the task or deliverable; and with whom there is just one-way communication typically after the action or decision taken																																															
Project Roles / Participants		Project Specific - Name																																														
Project Sponsor		Ann James				A	A	A	I	A	I	I	A	A	A	C	C	A	C	I	A	I	A		I	A	A	A	A	A	A	A		I	A	A	A	A	A	A								
Project Executive		James Beardall			I	C	C	C	A	C	I	A	C	C	C	A	C	A	I	C	I	I	I	I	C	A	A	C	C	A	C	A	C	A	C	C	C	C	C	C	C	I	I	I	C			
Senior User		Kate Markley				C		C	I	C	I	C	C	I	C	C	C	I	I	C	C	I	I		C	I		R	R	C	C	C	C	R	C	C	C	C	R	C	C	C	C	C	A,R			
Senior Supplier - EXTERNAL		tbc - will be appointed via tender																I							C						I	C	C	C	R	C	C	C	C					C	C			
Senior Supplier - INTERNAL		Housing Delivery				C		C	I	C	I	C	C	I	C	C	C	I	I	C	C	I	I		C	I				I	C	C	C	C	C	C							C	C				
Project Assurance		Sam Marsh			I	I	I	I	I	I		I		I	I	I	I	I	I	I	I	I		C	I	I	I	I	I	I	C	I													I			
Project / Programme Manager		Helen Haggi			A,R	R	R	R	R	R	A,R	R	R	R	A	A,R	R	R	R	A,R	R	I	R	A	A,R	R	R	R	R	R	A,R	R	C	C	C	C	C	R	C	R	R	C	C					
Cabinet Lead		Cllr Helen Godwin				I																							I		C																	
Comms Team (inc Consultation & Engagement)		tbc				I	C	C		C	I	C	C		C	C		C	C		A,R				C					I	C										C							
Corporate Leadership Board (CLB)						C																							I																			
SME (Children's Services)		Claire Collier				C			I		I											I																										
Equalities Team																								C	C		C			C																		
Executive Director Meeting (EDM)						C																			I				I																			
Finance		Anne Sheridan				C	C	C		C	I	C	C	I	C	C		C	C		A,R				C	C			C																			
HR Business Partner		Lorna Laing / Debbie Hunt				C		C		C	I	C	C		C	C		C	C		A,R				C	C		C		I																		
Information Governance (DP & info sec)		James Gay				C		C		C	I	C	C		C	C		C	C		A,R				C	C											C	C			I							
IT - Service Introduction Manager		Jake Hallett / Henry Stiles			C	I		I	I	I	I	I	C		C	C		C	C	C	A,R	I			C			I			I	C						I	I		I	C	I					
Legal					C	C		C		C	I	C	C		C	C	C	C	C	C	A,R				C	C			C				C	C	C				C	C	C	C						
Procurement Lead		Spencer Penny				C		C		C	I	C	C		C	C	I		C	C	A,R				R				I			I	R	R	R	R		C				C	C					
Property & Facilities Management		Claudette McDonald -HDT Building Practice tbc				C		C		C	I	C	C		C	C		C	C		A,R				C																	C	C					
Property Partner		Chris Woods				C	C	C		C	I	C	C		C	C		C	C		A,R				C													R	I	A	A, R							
Supplier - other roles / engineers / technical						C																		C																		C						

