Comprehensive Project Governance and RACI Framework

Establishing Clear Roles, Responsibilities, and Communication Protocols for Effective Project Management

Project Governance Overview

Project Name

[Insert Project Name]

Owner

[Insert PMO/Executive Owner Name]

Date

[Insert Presentation Date]

Purpose

Establish roles, decision rights, and operational accountability using a RACI model

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RACI Framework Definitions

Responsible (R)

Performs the work and executes deliverables (Blue accent badge)

Accountable (A)

Owns the final outcome and approves decisions (Green accent badge)

Consulted (C)

Provides input and subject-matter guidance before decisions are made (Yellow accent badge)

Informed (I)

Receives updates after decisions are made or work progresses (Gray accent badge)

Rule of Clarity

Each key task must have exactly one Accountable (A); multiple Responsible (R) are allowed

Core RACI Matrix Grid

Matrix purpose

Map key project tasks/milestones to roles/departments with R/A/C/I assignments

Completeness standard

Every task cell must be filled with a clear R/A/C/I designation or explicitly marked as N/A

Grid structure

Tasks down the left; departments/roles across the top; cells contain R/A/C/I badges

Quality check

Validate “single A per task” and confirm escalation triggers where accountability gaps exist

Governance focus

Include milestones for plan approval, scope changes, risk decisions, and milestone sign-off

Workstream Responsibilities Breakdown

Workstream Cards

Provide a consistent view of expectations for Responsible (R) and Accountable (A) leads

Responsible (R) Lead Expectations

Deliver assigned work, maintain status, prepare artifacts, and coordinate dependencies

Accountable (A) Lead Expectations

Approve deliverables, confirm readiness for sign-off, and resolve ownership conflicts

Card Fields to Standardize

Workstream name, R lead, A lead, key deliverables, and dependency owners

Operational Control

Clearly identify handoffs, review points, and decision gates within each workstream

Governance & Communication Protocol

Meeting cadence

Steering/Executive governance, PMO status cadence, workstream syncs, and milestone readiness reviews

Escalation pathway

Define trigger conditions, escalation owners, timelines for acknowledgment and decision, and required evidence

Sign-off process

Specify required inputs, review duration, acceptance criteria, and final approval authority (A owner)

Communication model

What gets shared, with whom (R/A/C/I alignment), and when (before decision vs after decision)

Change control linkage

Tie scope/risk/issue decisions to RACI roles and ensure traceability to governance artifacts