

## Responsibility Charting

### What is this tool for?

Once the vision and scope have been agreed between the partners, it is important to list the issues that are within the scope and work out the roles and responsibilities for each one. This will allow you to identify:

- who should be involved
- where their involvement should be, e.g. at steering group level or on the project team
- ensure that you have the right composition for your partnership or project group
- ensure everyone knows and understands the role they have within the group

### Why is this needed?

- the process helps to present and refine the roles and responsibilities of individuals within the team/partnership
- the roles of team/partnership members and other people are available for everyone to see
- the active process helps to increase the ownership and acceptance of the role or responsibility
- it allows people to know what to do in specified situations and allows others to know that they know

### When should it take place?

This process should initially be carried out at the start of the project, during the team/partnership formation and team/partnership building phase. It can also be carried out at any other time during the project with varying levels of precision.

## How is it carried out?

### 1 Getting started

In work teams decisions are made, tasks are assigned and individuals and small groups accomplish the tasks. This is easy to describe on paper but in reality deciding who does what is more complex than it appears. There are often multiple people involved in even the simplest task assignments including:

- who is responsible for doing the work
- who is accountable for it
- who can veto/approve it
- who is affected and needs to be consulted or engaged
- Who must be asked to contribute while not being actually responsible for it
- who needs to be informed of decisions and outcomes

Consider who is the right person or people for each assignment. It is also useful to consider who will be offering support to the process, either through administration or expert advice and guidance.

### 2 Assigning people to roles

Charting the assignments helps to clarify who is responsible for what on various decisions and actions.

### 3 Method

- i) Construct a grid.
- ii) The types of *decision* and *classes of actions, activities, tasks* that need to be taken in the total area of work under discussion are listed along the left-hand side of the grid.
- iii) The people who might play some part in the decision-making are completed according to the categories identified across the top of the grid.

	Responsible	Accountable	Consulted/Engaged	Informed
Decisions/Actions/ Activities/Tasks				

**4 Guidelines**

Using the code below, list the decisions, activities and tasks known at the start of the project and populate the fields according to who is:

- **responsible** – refers to the person who has the responsibility to initiate action to ensure that decision is carried out
- **accountable** – refers to the person or people who can approve or veto decisions
- **consulted/engaged** – refers to the person or people who must be consulted or engaged in a meaningful way specifically to influence outcomes
- **Informed** – refers to the person or people who must be informed about actions, activities or decisions but cannot influence outcomes

You can add **Support** as an extra column if you wish to document those who will provide logistical support and resources or expert advice or guidance for item