|  |  |  |  |
| --- | --- | --- | --- |
| **Responsible**  **R** | **Accountable**  **A** | **Consulted**  **C** | **Informed**  **I** |
| A *Responsible* person is someone who does the actual work of the project element. It’s important that this person have the appropriate skillset and bandwidth to complete the work. | The person who is *Accountable* oversees the actual work of the project element and is the one ultimately accountable for its completion. There should only be one “A” for a given element. | A *Consulted* person is once who needs to provide input on a project element. This is also a person who could provide guidance if there is a problem that needs to be overcome. | An Informed person is one who needs to be informed of any changes made on a given project element. They do not necessarily provide feedback, but they have a need to know about updates. |

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| **Task Areas** | **Responsible** | **Accountable** | **Consulted** | **Informed** |
| **Project Management Tasks** |  |  |  |  |
| Initiative decision-making | (Name of staff) |  |  |  |
| Work plan management |  |  |  |  |
| Workgroup/program area work plan management |  |  |  |  |
| Communication with the Feds |  |  |  |  |
| Implementation Team facilitation |  |  |  |  |
| Implementation Team participation |  |  |  |  |
|  |  |  |  |  |
| **Administrative** |  |  |  |  |
| Communications |  |  |  |  |
| Partnerships |  |  |  |  |
| Policy revision and development |  |  |  |  |
| QRTP oversight |  |  |  |  |
| Foster family licensing |  |  |  |  |
| Budgeting and finance |  |  |  |  |
| Program monitoring and reporting |  |  |  |  |
|  |  |  |  |  |
| **Programmatic** |  |  |  |  |
| Contract management and oversight |  |  |  |  |
| Program data collection |  |  |  |  |
| Program procedure changes |  |  |  |  |
| Forms and documentation |  |  |  |  |
| Guidance |  |  |  |  |
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