

# Roles and Responsibilities (ARCI) Matrix

Project Name: Deploy Kinaxis RapidResponse		Roles and Responsibilities A-Accountable; R-Responsible; C-Consult with; I-Inform																				
Key Deliverables	Major work to produce deliverable	Action steps	Timing	Project Lead	Sponsor	Kinaxis Consultant	VP Ops (Plant Mgr.)	Operations Managers	Supervisors	Individual Employees	New Customers	Current Customers	Sales	Corp COO	Fac. & Maint. Manager	HR Plant Mgr./Safety	Corp HR	Corp IT	IT Manager	Purchasing Mgr.		
1. Plan	1.1 Define scope	1.1.1 Validate purpose & implications	11/12/2010	C	R	R	R	R						I	A	I					I	
		1.1.2 Validate in scope items w/stakeholders	11/15/2010	C	R	R	C	C	C	I				I	I	A	I				I	C
		1.1.3 Validate out of scope items w/stakeholders	11/15/2010	C	R	R	C	C	C	I				I	I	A	I				I	C
	1.2. Define requirements	1.2.1 Review & validate requirements	11/18/2010	C	I	R	A	C	C	I	C	C			I	R	R				C	R
		1.2.2 Validate assumptions	11/21/2010	I	R	R	C	C	C	I	C	C			A	R	C				C	C
		1.2.3 Make necessary changes	11/21/2010	A	R	R																
	1.3. Document recommendations and alternatives	1.3.1 Write up recommendations	11/24/2010	C	A	R	I	C	C							R	C	I	I	I	R	
		1.3.2 Delineate 1-2 alternatives as plan B/C	11/27/2010	C	A	R	I	C	C							R	C				I	R
		1.3.3 Review and finalize document	11/29/2010	I	A	R	I	I	I							I	I				I	I
	1.4. Finalize Requirements	1.4.1 Prepare presentation & meeting	12/2/2010	A	R	R																
1.4.2 Conduct dry run & adjust as necessary		12/2/2010	A	R	R																	
1.4.3 Conduct approval meeting		12/4/2010	R	R	C	A	R	I	I	I	I	I	I	R	R	I	I	I	I	I		
2. Manage																						
3. Connect																						
4. Configure																						

EXAMPLE

- Steps:
1. Outline key deliverables
  2. Break each deliverable into major elements of work (be specific, use verb + noun phrase)
  3. Break each work element into specific action steps (be specific, use verb + noun phrase)
  4. Determine timing for each step and overall deliverable
  5. Assign R&R (only one A per action item to ensure follow up and accountability)