Roles and Responsibility Matrix (RACI)

Project Activities	Contractor		County
	Onshore	**Offshore**	
Project Initiation			
Provide Resumes of Contractor Key Personnel	R	I	I
Approve/Reject Contractor Key Personnel	I	I	R
Name Project Team Members	R	I	I
Produce Project Kickoff Deck	R	I	I
Present/Attend Project Kick-off Presentation	R	I	R
Produce APAS Project Organization and Staffing Plan	R	I	R
Review and Approve APAS Project Organization and Staffing Plan	I	I	R
Update the Disaster Recovery/Business Continuity Plan for Project	R	I	I
Review and Approve Contractor DR/BC Plan for Project	I	I	A
Produce Communication Plan and Templates	R	I	C
Review & Accept Communication Plan and Templates	I	I	R
Produce Weekly Status Reports - Templates	R	I	I
Review & Accept Weekly Status Reports - Templates	I	I	R
Produce Monthly Status Reports - Templates	R	I	I
Review & Accept Monthly Status Reports - Templates	I	I	R
Produce Master Availability Plan	R	I	R
Document Material/Equipment Requirements	R	I	I
Develop Project Team Organization Plan	R	I	I
Develop High Level Scope	R	I	C
Develop Initial Project Schedule	R	I	A
Develop Logistic & Escalation Plan	R	I	I
Develop Risk Management Plan	R	I	I
Develop Approval Process	R	I	C
Develop Project Management Plan (including Standard and Methodology)	R	I	A
Review & Accept Project Management Plan (including Standard and Methodology)	I	I	R
Develop Project plan/schedule for the Data Cleansing Project	R	I	C
Review & Accept Project plan/schedule for the Definition Phase	I	I	R
Ongoing Project			
Set-up and Maintain Project Management Tool	R	A	I
Develop necessary project reports and Establish target values for all metrics (refine metrics as needed)	R	I	R
Implement real-time metrics and delivery dashboards	R	I	A
Implement process improvements to achieve metric targets	R	I	R
Deliver Weekly Status Reports	R	I	I

Project Activities	Contractor		County
	Onshore	Offshore	
Deliver Monthly Status Reports	R	I	I
Document Change Control Requests	I	I	R
Perform Change Request Impact Assessments	R	I	A
Participate in Executive Steering Committee	R	I	R
Participate in Change Control Board Meetings	R	I	R
Participate in Architectural Review Board and Data Governance Board Meetings	R	I	R
Participate in Advisor's (Gartner, Salesforce, etc.) assessment meetings/interviews	R	I	R
Attend Daily Standups	R	A	A
Sprint Activites			
Define Sprints	R	I	I
Develop User Stories for Sprint	R	I	A
Review and Approve User Stories in Sprint	I	I	R
Develop and Deliver Release Acceptance Criteria for Release	R	I	A
Review and Approve Release Acceptance Criteria for Release	I	I	R
Create Unit Test Cases for Sprint	I	R	I
Perform Unit Test for Sprint	I	R	I
Create System Test Cases for Sprint	A	R	I
Perform System Test for Sprint	I	R	I
Fix tickets for Sprint	R	I	I
Groom the Project Backlog	R	I	C
Define/Evaluate/Review Sprints	R	I	C
Conducts Sprint Retrospective	R	I	C
Create Data Certification Test Cases for Release	A	R	I
Perform Data Certification Test for Release	I	R	I
Fix tickets for Release	R	I	I
Create User Acceptance Test Cases for Release	I	I	R
Perform User Acceptance Test for Release	I	I	R
Create Release Notes for Release	I	R	I
Review and Approve Release Notes for Release	I	I	R
Create Deployment Plan for Release	R	I	I
Review and Approve Deployment Plan for Release	I	I	R
Deliver documented test cases and results for Release	R	I	I
Review and Approve documented test cases and results for Release	I	I	R