

# Leveraging AI to Create RACI Documents

## Chapter 5



How to use AI to build a cross-functional **responsible, accountable, consulted, and informed (RACI)** document

### 1. IDENTIFY ROLES AND RESPONSIBILITIES.

Define the key roles and responsibilities within the teams that you will work most closely with. Determine the functions and teams involved, along with their specific tasks and decision-making authority.

### 2. GATHER DATA AND INFORMATION.

Collect relevant data and information about the roles and responsibilities from various sources, such as organizational charts, job descriptions, process documentation, and project plans. Ensure you have a comprehensive understanding of each role's scope and accountability. This information will help you build your task list.

### 3. UTILIZE NATURAL LANGUAGE PROCESSING (NLP).

Leverage AI-powered NLP technology to process and analyze the gathered data. NLP algorithms can extract meaningful insights and patterns from unstructured text, such as job descriptions or process documentation, to identify roles, responsibilities, and relationships for you.

### 4. GENERATE RACI MATRIX.

Ask your preferred AI tool to automatically generate the RACI matrix based on the identified roles and responsibilities. The RACI matrix assigns one of four designations to each task: responsible, accountable, consulted, or informed.

## 5. VALIDATE AND REVIEW.

Following the steps above will require that you review the output for accuracy in your organization. Validate the assignments with your relevant stakeholders, subject matter experts, and team members to gather their input and make any necessary adjustments.

## 6. ITERATE AND REFINE.

Use feedback and iterative processes to refine the AI-generated RACI matrix. Update and adjust roles and responsibilities as needed based on stakeholder input and evolving business needs. You can feed any updates in your organization to your preferred AI tool, and it can adjust based on those iterations.

## 7. COLLABORATION AND SHARING.

Utilize collaboration tools or project management platforms to share the finalized RACI matrix with stakeholders and team members. This promotes transparency and alignment, ensuring everyone understands their roles and responsibilities.

