

# RACI Project Management Model



# Addressing overwhelm

During the summer of 2023, the Mechanical Engineering (MechE) operations team was tasked with devising strategies to combat staff burnout.

One of the ideas brought forward was the introduction of a project management model known as RACI.

Planning for a two-day, department-wide event held in the spring of 2024 offered an excellent opportunity to test the effectiveness of the model.



# What is RACI?

RACI is a project management model that can be used to clarify employee roles and responsibilities for tasks, milestones and decisions that take place throughout a project.

The model is designed to create clear communication and smooth workflows across all parts of a team.

It also creates a common vocabulary around role assignments. For example: “Who is the R on this task?”

# R

## Responsible

Does the work to complete the task (at least one person or group per task)

# A

## Accountable

Delegates work and is the last one to review the task or deliverable before it's deemed complete (typically one person per task)

# C

## Consulted

Provides input to guide completion of the task or advises based on their domain of expertise (often several people)

# I

## Informed

Needs to be kept in the loop on project progress, rather than brought into details of every deliverable (often several people)

# RACI in Action



Celebrating the history and future of **Mechanical Engineering** at MIT

Planning activities for an event held in Spring 2024 offered an excellent opportunity to test the effectiveness of the model.

The committee was tasked with planning for awards ceremonies, speeches and keynotes, a robotics competition, lab tours, meals, and more taking place across two days. In short, there were a lot of moving parts to be considered.

The decision was also made to update an outdated gallery space, which is the case study presented today.

A graphic of an event schedule for Wednesday, May 15, titled 'EVENT SCHEDULE' and 'Celebrating the history and future of Mechanical Engineering at MIT'. It includes a thank you note and a list of activities with times. At the bottom, it says 'Live updates during today's event will be available on our Instagram story: @MITMechE'.

EVENT SCHEDULE	
Wednesday, May 15	
<b>Check in at Hart Gallery (5-126)</b> View our new exhibit of MechEs history, research innovations, and hands-on education.	9:00-10:30am
<b>Lab tours, demos, feature presentations</b> Choose your own adventure: Session 1 9:30-11 & Session 2 11-12:30. See the itinerary provided at check-in!	9:30am-12:30pm
<b>Student awards &amp; special thank you to Leslie Regan (1-190)</b> A celebration of students and former staff member.	12:00-12:30pm
<b>Community Lunch (du Pont Court)</b> A variety of boxed lunches available. Pre-registered guests only, please.	12:30-1:30pm
<b>Keynote: Building the Frontiers of MechE (26-100)</b> Joe Petrzela PhD'12 (SpaceX), Alice Brooks '10 (Khosla Ventures), Asegun Henry PhD'09 (Fourth Power; MIT)	1:30-3:00pm
<b>Community Reception (Hockfield Court)</b> Join us for ice cream and light bites!	3:00-4:00pm

# Hart Gallery

The team managing the gallery refresh had only seven weeks to:

- Create 10 completely new large scale displays
- Refresh the paint, bring in new electrical and IT needs, and improve natural lighting in the space.
- Install new video monitors and develop content.
- Collect artifacts for display.
- Design an interactive display.

RACI - MechE 150th - Hart Gallery Refresh		<i>*If no "A" listed, then the "R" is also "A"</i>				
Hart Gallery Refresh - Tasks	Anne	Kim	John Freidah	John Hart	Wing (contract desinger)	Meg
Measure gallery displays	C	R	C	I	I	R
Define content (text) for each of the seven areas, coordinate with area heads (See History tab)	R	R	C	R	I	
Select images	C	C	R	C	C	
Design posters	C	C	A	C	R	
Add video monitors	C	R	C	C		R
Print posters (copytech)	A	R				
Select video content for display screens	C	C	R	C	C	
						R

Task name	Assignee	Delegated ...	Due date	Status	Consulted
▼ Hart Gallery Refresh & MechE History					
✓ Develop RACI information for Hart Gallery refresh	Anne Wilson		Mar 19	On track	
✓ Define content (themes chosen by committee) 1	Anne Wilson				
▶ ✓ About: Department Overview 1 4	Anne Wilson				
▶ ✓ Display Case 1: Department History 2	Anne Wilson		May 3		
▶ ✓ Display Case 2: Frontiers of MechE 1	RR Ritu Raman		May 3		
▶ ✓ Display Case 3: Then and Now 2	Ellen Roche	Collaborating wi...	May 3		
▶ ✓ Display Case 4: Visualizing MechE at the Small Scale 5	Anne Wilson	Collaborating wi...			
▶ ✓ Print Display Case Posters 3	Anne Wilson	Wing			
✓ Print posters	Kimberly Te...		May 3		
✓ Coordinate AV Installation (video monitors)	MN Meghan Na...				
⊖ Select video content for displays	JF John Freidah		May 1	On track	
▶ ✓ Physical Updates 1 13	MN Meghan Na...			On track	
▶ ✓ Artifact Collection Tasks 2	Anne Wilson				

# Process

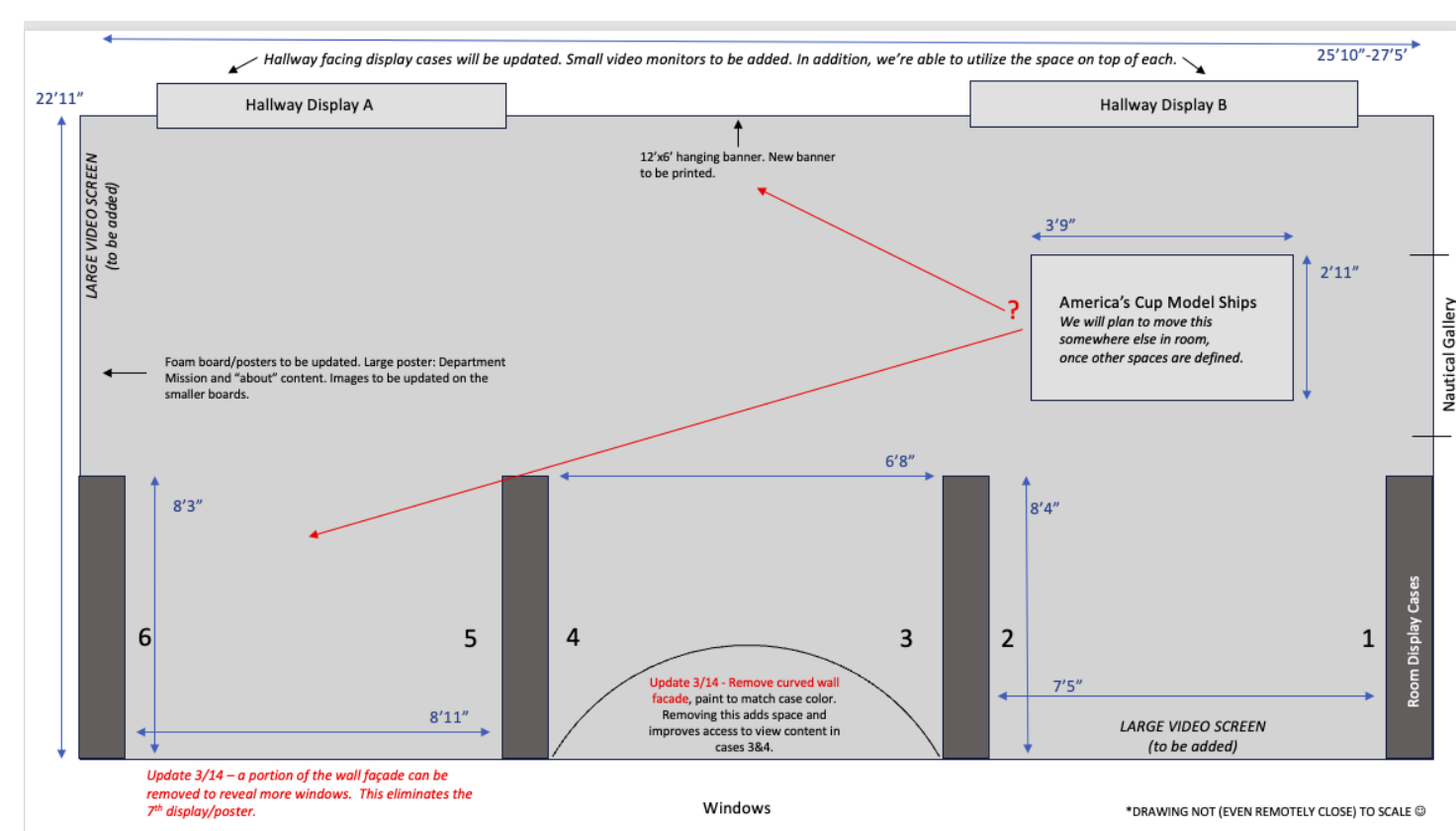
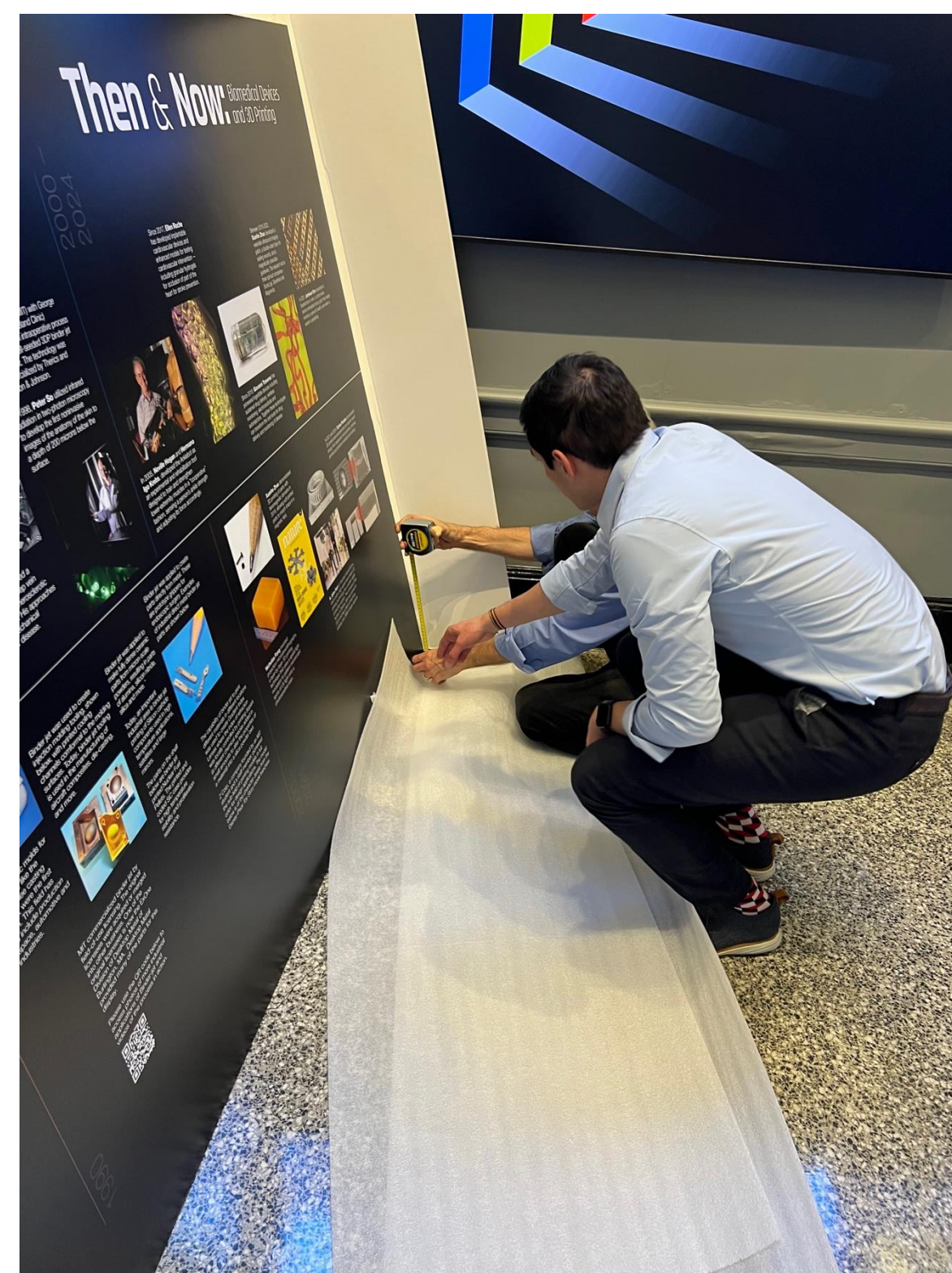
The gallery team met regularly as a whole, but also broke into smaller sub-groups with each responsible for different aspects of the project.

Each sub-group planned responsibilities for their sections using the RACI matrix.

Using RACI to manage tasks helped ensure that efforts wouldn't get lost or hung up on small details.

E.g., the smaller groups were **Responsible** and **Accountable** for planning content, but would pass their ideas on to the team **R/A** for design.

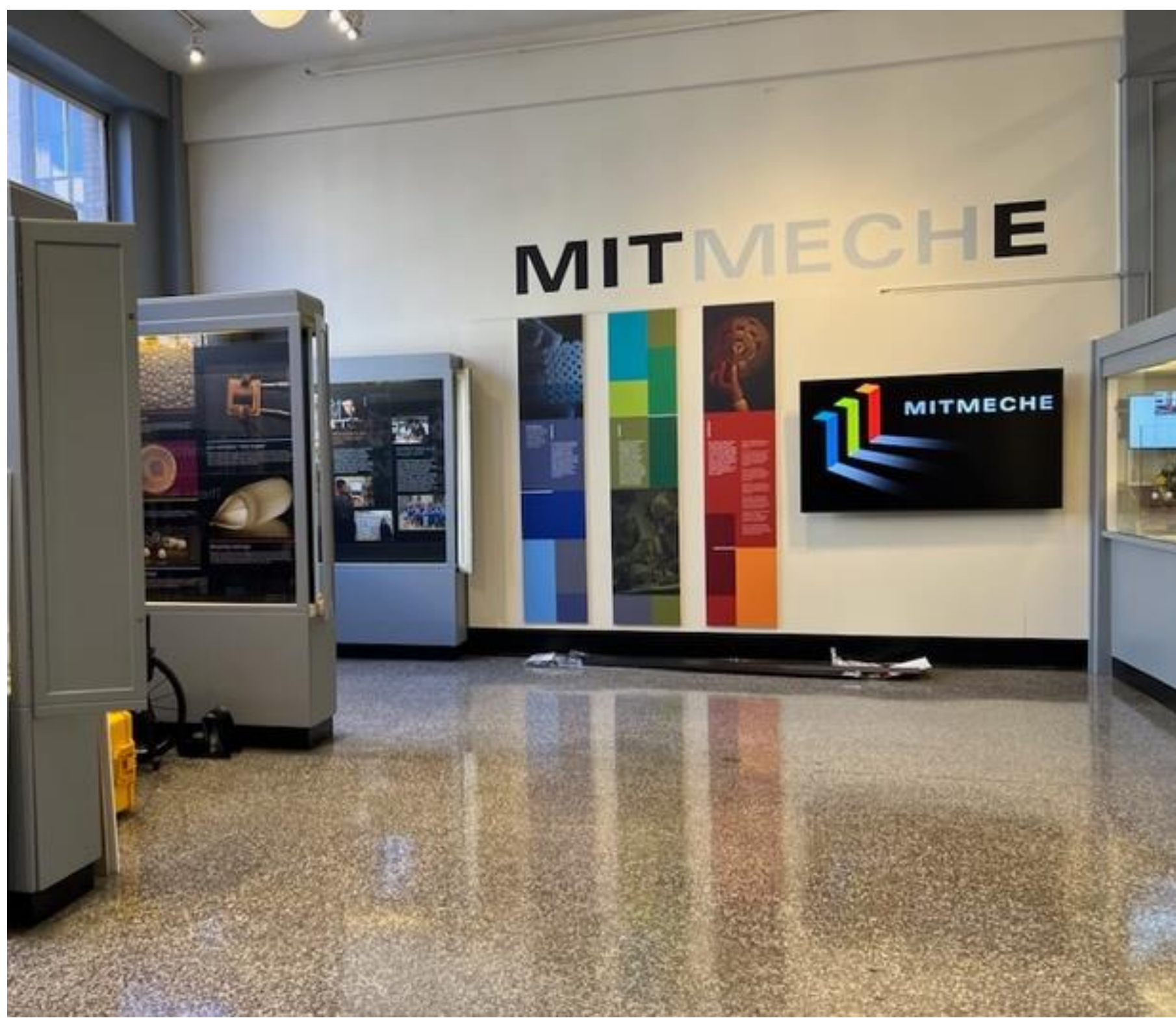
Others were **Consulted** and **Informed** where expertise or input was needed, but teams could make those contacts independently.



# Hart Gallery Before



# After





# Results



By using the RACI model to assign tasks, and keep others in the loop on progress, the gallery team was able to complete the project on time and introduce some amazing new displays.

The other activities (keynotes, award presentations, lab tours, etc) that were planned using this model also went off incredibly well.

The event welcomed hundreds of friends, guests, and alumni.

Questions? Thank you!

Anne Wilson, MechE

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