



# RACI FRAMEWORK

## Preparations and Instructions

Map based on stakeholder impact and interests

Map based on stakeholders roles

Map based on city priority areas and project themes

Map certain stakeholders or target groups in detail

### Overview

- **Developer:** 100 Resilient Cities

### Purpose

The RACI framework is an effective way of defining roles and responsibilities in decision making. Through the mapping process, it is possible to identify the key stakeholder that need to be engaged to build consensus and arrive at a decision in a participatory manner.

### Advantages

- Advantage: This framework is able to map stakeholders by decision making power.
- Advantage: It creates a minimum level of engagement that needs to be carried to avoid conflict and risks of disapproval

### Recommendations on when to apply in the Climate Transition Map

- Understanding the System
- Co-design a portfolio
- Take Action

This canvas can help teams defined decision making process in their city and also map how certain projects/ portfolios can be approved and implemented.

### Other associated canvases

- Can be used in combination with [Community Map](#) which maps Allies, Audience and Influencers.
- Additionally can be combined with the [Stakeholder Power-Interest matrix](#).
- The [Stakeholder ecosystem map](#) can also be used to check what stakeholders are concerned by the project area/initiative

### Instructions

- **Duration:** 60+ minutes
- **Materials:**
  - Blank Canvas – printed or online (see note)
  - Post-its and pens
- **Group size:** 5-10 people

Note: This tool can be used during virtual meetings to organize an online collaborative exercise. The canvas can be uploaded in an online collaborative whiteboard platform (such as Miro, Mural...) or in a Google sheet and participants can then fill in the map thanks to virtual sticky notes.

### Process

**Step 1:** This canvas is focused on discussion based on the stakeholder roles. The first step is to define what is the project area/ initiative that needs to be approved by diverse stakeholders.

**Step 2:** Once this discussion focus in defined, participants map out stakeholders in each of the stakeholder roles: Responsible, Approver, Consulted and Informed.

**Step 3:** Participants then analyse how many of the stakeholders in each category are needed to arrive at a positive decision.

**Step 4:** The discussion in this methodology is focused on decision making power.



		Description	How many in this role for a decision?
<b>R</b>	Responsible	Researches options & consequences, makes recommendations	Usually one (but sometimes more)
<b>A</b>	Approver	Makes the decision	One
<b>C</b>	Consulted	Makes recommendations	Varies (0 to many)
<b>I</b>	Informed	Get informed of the decision after it is made	Varies (0 to many)

Source: <http://catalystoc.com/blog/tag/raci/>