

Goal	Project Deliverable	Samara	Abi	Donna	Ellora	Emily	Jen	Lindsey	Savannah	Sacha	The RACI Model   RACI Charts				
1	Provider survey	A, I	C	I	A	C	R	R	C	I	<a href="#">The RACI Model   RACI Charts</a> <b>R = Responsible - Specific tasks</b> <b>A = Accountable - Point person/ Makes sure the deliverable gets done</b> <b>C = Consult</b> <b>I = Inform</b> <b>A/R</b> <b>R = Responsible</b> = The person who performs the work. There must be one "R" on every row, no more and no less. "R" is the only letter that must appear in each row. <b>A = Accountable</b> = The person ultimately accountable for the work or decision being made. Use this letter where appropriate, but not to excess – only when a key decision or task is at hand. There can be from zero to one "A's" in each row, but no more than one. <b>For the team, we also use this to identify the person who is the point/ultimately responsible for ensuring that the product is completed.</b> <b>C = Consulted</b> = Anyone who must be consulted with prior to a decision being made and/or the task being completed. There can be as many "C's" as are appropriate in each row. <b>I = Informed</b> = Anyone who must be informed when a decision is made or work is completed. There can be as many "I's" as are appropriate in each row.				
1	Provider trainings	A, I	C	R, I	I, C	C	C	C	A, R	C					
1	a. Lunch and Learns	A, I	C	I	C	C	C		A, R	C					
1	b. Curriculum Development	A, I	C	R, I	C			C	A, R						
1	Conference (Content/Education)	A, I	C	I	C				A, R						
1	SHD Trainings	A, I	C	R, I	C			C	A, R		<b>R = Responsible</b> = The person who performs the work. There must be one "R" on every row, no more and no less. "R" is the only letter that must appear in each row. <b>A = Accountable</b> = The person ultimately accountable for the work or decision being made. Use this letter where appropriate, but not to excess – only when a key decision or task is at hand. There can be from zero to one "A's" in each row, but no more than one. <b>For the team, we also use this to identify the person who is the point/ultimately responsible for ensuring that the product is completed.</b> <b>C = Consulted</b> = Anyone who must be consulted with prior to a decision being made and/or the task being completed. There can be as many "C's" as are appropriate in each row. <b>I = Informed</b> = Anyone who must be informed when a decision is made or work is completed. There can be as many "I's" as are appropriate in each row.				
1	Patient Health Literacy Tool- Infographic	A, I	C	R, I	C				A, R						
1	Dissemination of provider survey summary report	A, I	I	I	A, R		A		C						
2	Community of focus (CoF) survey	A, I	C	I	A				C						
2	SHD Survey (TBD)	A, I	C	I	C			A	C						
2	Meet with community leaders to create a list of COVID materials dissemination, in a way that is culturally appropriate	C	A, R		R		C		C						
2	Modify 75% of SHD COVID materials	A, I	C	R, I	C	R, C	A	C	A, R						
2	a. Zines	A, I	C	R, I	C	C		C	A, R						
2	b. TikToks	A, I	C	I	C	R, A		C	C						
2	c. Social Media Campaign	A, I	C	I	C	R, C		C	A, R						
2	d. Health Literacy Corner	A, I	C	R, I	C	R, C		I	A, R						
2	e. AHL Webpage	A, I		R, I	C			I	A, R						
2	Dissemination of CoF survey summary report	A, I	I	I	R	A	A		C						
3	Language Access Assessment Survey	A, I	A, R	I	C			C	I						
3	Language Access Plan (LAP)	A, I	A, R	I	C				C						
3	Project rubrics	A, I	C	I	A, R				C						
3	Conference (Logistics)	A, I		I	A, R (This would fall within your scope, Samara)				C						
3	Promising Practices Playbook (P3)	A, I	R	R, I	A, R				R						
3	Dissemination of P3	A, I		I	A		A		C						
3	Patient Decision Aid- Provider Version	A, I		R, I	C				A, R	C					
3	Model health literacy policy, process and/or procedure	A, I	A	I	C				I						