Running a RACI workshop

- [ ] Invite one person per role
- [ ] Prepare the task list in advance
- [ ] Agree definitions of R, A, C, I
- [ ] Assign A first for each task
- [ ] Limit Consulted roles
- [ ] Check every row has one A and at least one R
- [ ] Check each column for overload
- [ ] Circulate the agreed chart
- [ ] Review at each project phase

Notes

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