RACI matrix

Enter R, A, C, I (or A/R). The Check column flags rows without exactly one A or without an R.

Task / deliverable	Sponsor	Project mgr	Designer	Developer	QA	Marketing	# A	Check
Approve budget	A	R				C	1	OK
Write requirements	C	A	C	R	I		1	OK
Design interface		A	R	C		I	1	OK
Build features		A	C	R	C		1	OK
Test release		A		C	R	I	1	OK
Launch	I	A	I	R	I	R	1	OK

Task / deliverable	Sponsor	Project mgr	Designer	Developer	QA	Marketing	# A	Check