

## Decision Authority Matrix Definitions



R

### **Responsible: “The Doer”**

- Person who actually does the work. There is usually one R for one activity though it possible for R to be shared by two or more people. “Doing the work can include leading or facilitating others.”



A

### **Accountable: “The Buck Stops Here”**

- Person(s) or body who is ultimately answerable for the correct and thorough completion of the activity and has Yes/No Veto authority (therefore called the Approver or final Approving Authority). An Accountable must sign off (Approve) on work that a Responsible provides. There must be only one Accountable specified for each activity.



C

### **Consulted**

- Person(s) that needs/can contribute to the activity. Those whose opinions are sought prior to a final decision or action, typically subject matter experts; and with whom there is two communication. This input from this person(s) is required every time the activity happens.







I

### **Informed**

- Person(s) that needs to know of the activity or decision after it is taken and with whom this is just one-way communication. They may be required to take action as a result of the activity or decision.

TASK/DECISION	PERSON(S)/FUNCTION RESPONSIBLE/DECISION MAKING							
	Leadership Table	LT Co-Chairs	Executive Committee	Project Manager	Fiscal Sponsor	Host Agency	Committees Action Teams	Expert Panel
Budget/Fiscal Management	A	C	A	R	R C	C	R C	C
Project Plans	A	C	A	R	C	C	R C	C
Innovation Fund Management	A	C	A	R	R C	I	R C	C
Communication	A	C	A	R	C	C	C	C
Report Preparation/Distribution	A	C	A	R	R C	I	C	C
Human Resource Functions	A C	C	A R	C R	I	R	I	I
Evaluation	A	C	A	R	C	I	C	C
Policies & Procedures	A	C	R	C	C	C	I	C

-  Responsible (Do)
-  Accountable – Final Decision Maker
-  - Consulted – Contributes to the decision
-  Informed

### Project Plan Variances and Approval Levels

Variance and Impact	Consultation	Approval Level by LT	Comments
<i>Project Manager</i>			
Small adaptations of project plan – changes will not impact budget, project completion dates and are within the scope of the project. Any change in outcomes will not jeopardize funding or compromise the initiative’s values and mission.	PM may choose to consult with LT co-chairs, Executive Committee <sup>1</sup> , Subject experts	Not Required	
Changes that exceed the constraints of the budget, schedule, scope. A change in outcomes may jeopardize funding or compromise the initiative’s values and mission.	PM will consult with LT co-chairs, Executive Committee, LT members, and Fiscal Sponsor	Required	
<i>Action Teams – Chairs</i>			
Small adaptations of project plan – changes will not impact budget, project completion dates and are within the scope of the project. Any change in outcomes will not jeopardize	Chair will consult with Project manager	Not Required	

<sup>1</sup> Consultation with Executive Committee will or may occur when the matter is urgent and required a decision prior to the next Leadership Table meeting

funding or compromise the initiative's values and mission.			
Changes that exceed the constraints of the budget, schedule, scope. A change in outcomes may jeopardize funding or compromise the initiative's values and mission.	Chair will consult with Project manager, LT co-chairs, Executive Committee, LT members and Fiscal Sponsor	Required	