

RACI Analysis Checklist

Red Flags, Healthy Patterns & Calibration Questions

A companion resource from *Agile Meets AI*, Appendix C2

Use this checklist to analyze your RACI matrix for problems and validate that it reflects how work actually flows. Your first draft won't be perfect — that's the point of this analysis.

► Red Flags to Watch For

<input type="checkbox"/> Unclear Ownership	Activity has no "A" assigned, OR multiple people marked as "A". Every activity needs exactly one accountable person.
<input type="checkbox"/> Decision Paralysis	Too many roles assigned "C" for an activity. Use C's sparingly — only where input genuinely changes decisions.
<input type="checkbox"/> Approval Bottleneck	One person is "C" on so many items they become a bottleneck. Change non-essential C's to I's.
<input type="checkbox"/> Information Bloated	Too many people marked "I". Ruthlessly cut — only inform people who genuinely need to know AND will act on it.
<input type="checkbox"/> Overloaded Ownership	One person is "A" for too many critical activities. No one should be A for more than 5-7 critical items. Redistribute.
<input type="checkbox"/> Phantom Responsible	Someone marked "R" who has no capacity for the work. Either properly resource it or remove the activity.

✓ Healthy Patterns

<input type="checkbox"/> Clear Accountability	Every activity has exactly one "A". No exceptions.
<input type="checkbox"/> Balanced Workload	No one person is "A" for more than 5-7 critical activities.
<input type="checkbox"/> Minimal Consultation	"C" only where input genuinely changes decision-making.
<input type="checkbox"/> Decision Speed	Fewer than 3 people are involved in most decisions.
<input type="checkbox"/> Role Clarity	Each role has clear areas of ownership. No major overlaps or gaps.

Calibration Questions

Use these questions to validate your matrix against reality:

About Accountability <ul style="list-style-type: none">• Does every critical activity have exactly one "A"?• Is anyone accountable for too many things?• Are accountabilities matched to authority? (Can the "A" actually make the decision?)	About Bottlenecks <ul style="list-style-type: none">• Is anyone consulted on too many activities?• Do decisions wait for people who don't change the outcome?• Are there approval chains slowing urgent work?
About Coverage <ul style="list-style-type: none">• Are there critical activities no one owns?• Do new members know who to ask about specific decisions?• Would eliminating a role create chaos or just shuffle work?	About Clarity <ul style="list-style-type: none">• Could two people read this and have different understandings?• Does the matrix reflect how work actually flows today?• Are there implicit assumptions that should be explicit?

Test Your Matrix: Scenario Check

Present these situations to your team. If there's disagreement about what the matrix means, refine it.

Scenario 1: "A customer reports a critical bug in production. Who's accountable for deciding whether to hotfix immediately or wait for the next release?"
Matrix answer: _____ Does your team agree? <input type="checkbox"/> Yes <input type="checkbox"/> No — refine
Scenario 2: "We want to experiment with a new AI pair programming tool. Who owns the decision to try it for a sprint?"
Matrix answer: _____ Does your team agree? <input type="checkbox"/> Yes <input type="checkbox"/> No — refine

Remember: The matrix isn't the goal — clarity is. If your matrix doesn't make work clearer and easier, it's not working. Fix it or abandon it. The best RACI matrix is the one your team actually uses.