

R

- ***Responsible***

- Who is/will be doing this task?
- Who is assigned to work on this task?

A

- ***Accountable***

- Who's head will roll if this goes wrong?
- Who has the authority to take decision?

C

- ***Consulted***

- Anyone who can tell me more about this task?
- Any stakeholders already identified?

I

- ***Informed***

- Anyone whose work depends on this task?
- Who has to be kept updated about the progress?