

RACI Chart

Task Element	IT Supervisor	HR Department	System Admin	New Hire
Request new hire info	A	R		
Assign user credentials	R		C	
Grant system access	C		R	
Set up workstation	R		C	
Conduct orientation	A	C		I
Provide basic training	R			I
Confirm readiness	A	I	C	I

RACI Definitions

- R (Responsible): The person who does the work to complete the task.
- A (Accountable): The person ultimately answerable for the correct completion of the task.
- C (Consulted): Individuals whose opinions are sought, typically subject matter experts.
- I (Informed): Individuals who are kept up-to-date on progress and outcomes.