

CMGC RACI Chart

STEP	TASK	OPO	ADS	OCR	REG/OR	A&E	PCO	CMGC	CAU	DOJ	FHWA	ICE	RACI Updated	Process Map Update
FFE Process - Development to Public Hearing and Final FFE Posting														
1	Assign FFE Order Number	A	I		I									
2	Develop Project Specific Info	A	C		R									
3	Develop Draft FFE and Public Hearing Notice for Advertisement	A	I		C									
4	Draft FFE Concurrence Request Cover Memo to ODOT Director Base Document	A	C		I									
5	Prepare the Notice, Script & Sign in Sheet	A	C		C									
6	Request Hearing Office Assignment & Public Hearing Date	A	I		I									
7	Internal Review of Draft FFE and Public Hearing Notice	A	C		C									
8	Revise Draft FFE& Public Hearing Notice with Redline Changes	A	I		R									
9	Initial DOJ Review of Draft FFE	A	C		C					R				
10	Finalize FFE Public Hearing Notice with Redline Changes	A	C		C									
11	Finalize Draft FFE with Redline Changes	A	C		C									
12	Finalize FFE Concurrence Request Cover Memo to ODOT Director	A	C		C									
13	Finalize FFE Public Hearing Script with Redline Changes	A	C		C									
14	Submit Final Draft FFE and ODOT Director Concurrence Request Memo	A	C		C									
15	ODOT Director Review and Concurrence of Final Draft FFE	A	I		I									
16	Submit Final Draft FFE and FFE Public Hearing Notice for Advertisement to DJC, CMD & OPO Website (No later than noon on Mondays)	A	I		I									
17	Ad Post to DJC, CMD & OPO Website	A	I		I									
19	2 Week FFE Public Hearing Advertisement Period	A	I		I									
20	Forward Comments Received During the 10 day Period	A	C		C									
21	Conduct FFE Public Hearing (Confirm Actual Date w/ Region)	A	C		C									
23	Internal Review of FFE Public Hearing Comments	A	C		C									
24	Draft Final FFE Approval Request Cover Memo to ODOT Director	A	C		C									
25	Finalize Draft FFE With Public Hearing Results	A	C		C									
26	DOJ Final Review of Draft FFE	A	C		C					R				
27	Internal Review of FFE / DOJ Comments	A	C		C									
28	Revise Final FFE with Redline Changes	A	C		R									
29	Finalize FFE Approval Request Cover Memo to ODOT Director	A	I		I									
30	Submit Final FFE and ODOT Director Approval Request Cover Memo	A	I		I									
31	Post Approved Final FFE on OPO Website	A	I		I					I				

R = Responsible: Which position or department will be Responsible for completing each task? (Completes Task - worker)

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NOTE: If "A" is assigned to a task without an "R", then both "A" and "R" is assigned to the Position/Department for that task.

RACI CHART - Step by Step.

1. Complete the Project's name. In the grey cells below, fill the name of the phases that your project is divided and, inside them, each task must be developed.
 2. In the TASKS column, list all the tasks in the order to be completed.
 3. If you need to change the priority of the tasks, simply move the task row and the number will stay freeze.
 4. List every position or department that will have a role in the project on the top column.
- Assign a role (RACI) to each department or position, using the legend on the right column to choose a letter from the drop down list. The cell will be color-coded automatically.

CMGC RACI Chart

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#4. CM/GC Procurement to Award														
1	CM/GC RFP Base Document Development [21 docs total]	A	C		C									
2	Region obtains CM/GC General Provisions Base Document & Contract Provisions Base Documents	C	R		A									
3	Alternative Project Delivery Kick-Off Meeting	I	A		I		I							
4	RFP Development Project Specific Language	A	C		R									
5	Statement of work / technical project specific sections	A	C		R									
6	Develop evaluation criteria, scoring method and compensation method	A	C		R									
7	Evaluation Committee and Scoring Team Member Selection	A	C		R									
8	Project Specific Contract Language	I	C		A									
9	Assemble Draft RFP	A	I		C									
10	Review of RFP Developed Documents	A	C		C									
11	Project Specific Contract Review by ADS	C	R		A									
12	Project Specific Contract Legal Sufficiency Review by DOJ	C	A		R					R				
13	Project Specific Contract Review by FHWA	C	A		R							R		
14	RFP Legal Sufficiency Review	A	C		C					R				
15	RFP FHWA Review	A	C		C									
16	Prep Final documents (Include Industry Reviewed RFP)	A	C		C									
17	RFP Final Revisions	A	C		C									
18	RFP Final DOJ & FHWA Review and Approval to Release	A	C		C					R				
19	Post RFP documents on ORPIN	A	I		I									
20	Open Solicitation (min. 30 calendar days, recommend 45 calendar days)	A	I		I									
21	Pre-proposal conference	A	C		R									
22	Questions & Answers & post on ORPIN	A	C		R									
23	Coordinates review and issuance of Addenda's	A	C		C									
24	Evaluation Committee and Scoring Team Training	A	C		C									
25	Proposal Due Date	A	I		C									
26	Public Price Proposal Opening (Only the name of the Proposers will be read)	A	C		C									
27	Pass/Fail Evaluation	A	C		I									
28	Proposals Distribution to Evaluators/Scorers	A	I		A									
29	Initial Proposal Evaluation & Scoring (Step 1)	A	C		R									
30	Initial Evaluation Scores Consensus Meeting (Step 1)	A	C		A									
31	Competitive Range Notice & Protest Period	A	C		I									
32	Proposer Interviews	A	C		R									
33	Final Proposal Evaluation & Scoring (Step 2)	A	C		R									
34	Final Evaluation Scores Consensus & Proposer Selection (Step 2)	A	C		R									
35	Best-Value Proposer Announcement	A	I		I									
36	Proposer's Provided Copies of Their Consensus Worksheets	A	I		I									
37	Contract Negotiations	A	R		R					R				
38	Notice of Intent of Award & Protest Period	A	I		I									
39	Proposers Consensus Worksheets Publicly Available	A	I		I									
40	Finalize Contract	A	C		C									
41	Contract Legal Sufficiency Review	A	I		I					R				
42	Original Construction Authorization ?? (Yellow Sheet)	A			R				I					
43	Contract Award Sign off by DOJ & FHWA	A	I		I					R				

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1. Complete the Project's name. In the grey cells below, fill the name of the phases that your project is divided and, inside them, each task must be developed.
 2. In the TASKS column, list all the tasks in the order to be completed.
 3. If you need to change the priority of the tasks, simply move the task row and the number will stay freeze.
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CMGC RACI Chart

STEP	TASK	OPO	ADS	OCR	REGION/OR	A&E	PCO	CMGC	CAU	DOJ	FHWA	ICE	RACI Updated	Process Map Update
Notice to Proceed for Pre-Construction Service NTP to EWA Award														
1	Notice to Proceed (NTP) For Pre-Construction Services	A	I		C	I		I	I			I		
2	Co-Location (141.10)				R	A		R						
3	CMGC to Identify Key Personnel for Cooperative Arrangement (150.05)(5-days after NTP)				A	R		R						
4	CAU to create CPS account				I				A					
5	Mobilization (141.23(c)) (14 Days after NTP)		I	I	A	R		R	I		I	I		
6	Pre-Construction Services Phase 5-Day Kick-Off Mtg - 15% Design Milestone (21 Days after NTP)		I	I	A	R		R	I		I	I		
7	5-Day Risk Workshop (141.45(a)) (10-Days after 15% Design)			I	A	R	C	R	C		I	I		
8	Cooperative Arrangement Mtg (141.23(b), 120.95) (30 Days after NTP)				A	R		R						
9	Region Receives CPM Schedule from CMGC (180.41) (Recurring Monthly)				A	C		R						
10	Subcontracting Plan Submitted (20 Days after Kickoff Meeting)				A			R						
11	Region Reviews Subcontracting Plan and Consults with OPO (Solicitation Process)	C			A									
12	Region Consults with OCR (DBE Program Manager) for DBE Subcontracting Topics			C	A									
13	OCR Coordinates with DOJ for Subcontracting Plan Legal Review for DBE Subcontracting Topics, if applicable			A					I	C				
14	OCR Notifies Region of Concurrence with Subcontracting Plan after Review, if applicable			A	R									
15	Region Sends Subcontracting Plan to CAU for Review				A			R						
16	CAU Coordinates with DOJ for Subcontracting Plan (Legal Sufficiency Review)				A			R	C					
17	Region Provides Written Notification to the CM/GC Contractor of Approval Once Legal Review is Complete			I	A			I						
18	Diversity Plan Submitted (20 Days after Kickoff Meeting)				A			R						
19	Region Reviews Diversity Plan and Consults with OCR			R	A									
20	OCR Reviews Diversity Plan			R	A									
21	If necessary, Region Facilitates Changes to the Diversity Plan with the CM/GC			C	A			R						
22	OCR Coordinates with DOJ for Diversity Plan Legal Review related to OCR Program, if necessary			A					I	C				
23	OCR Notifies Region of Concurrence with the Diversity Plan after DOJ Legal Review			A	R									
24	Region Sends Diversity Plan to CAU for Review				A			R						
25	CAU Coordinates with DOJ for Diversity Plan (Legal Sufficiency Review - related to CM/GC Contract)				A			R	C					
26	Region Provides Written Notification to the CM/GC Contractor of Approval Once Legal Review is Complete			I	A			I						
27	Constructability Reviews and Cost Estimating (141.21; 141.31(b)) (45 Days after 15% Design)				A	C		R				I		
28	Initial Pre-Construction Report Submitted (141.40(b)) (90 Days after NTP)				A	C		R				I		
29	Initial Pre-Construction Report Reviewed				A	R			I			I		
30	Submit Early Work Package Memo (141.40(a)) (90 Days after Kickoff Mtg)				A			R						
31	Early Work Package Memo Received/EWP Memo Consult		C		A	I			C	C		I		
32	Risk Milestone (141.45(a))				A	R		R	I		I	R		
33	Initial Permitting Plan (120 Days after Kickoff Mtg)				A	I		R						
34	CM/GC Invoices for Pre-Construction Services (141.33)(Monthly)				A			R						
35	CAU Issues CM/GC Payments (Monthly)				R				A					
36	Develop Independent Schedule & Estimates (CM/GC Mtg + Assumptions)				R	I	C		C			A		
37	30% Design Milestone (Plans & Schedule of Items Produced)				A	R		I	I		I	C		
38	30% Design Milestone Received and Reviewed				A	C								
39	30% Design Milestone Plan Provided to CMGC				A	I		R	I			I		
40	Early Work Package Identified (Potential)		I		A	R		R	C	C	I	C		
41	CAU Severability Review of the EWP		R		R	C			A	C	C			
42	EWA Approval (Agency's Written Identification)		I		A	I		I	C	I	I	I		
43	5-Day Risk Workshop (10-Days after A&E 30% Design)			I	A	R	C	R	C		I	I		
44	Blind ICE Estimate				R		A							
45	CMGC Submits CPM Schedule (180.41) (Recurring Monthly)				A	C		R						
46	Permitting Plan (Recurring Monthly)				A	R		R						
47	Subcontracting Plan Submitted (20 Days after Design Milestone)				A			R						
48	If Subcontracting Plan has changes then see steps 49-55. If no changes move to step 56.													
49	Region Reviews Subcontracting Plan and Consults with OPO (Solicitation Process?)	C			A									
50	Region Consults with OCR (DBE Program Manager) for DBE Subcontracting Topics			C	A									
51	OCR Coordinates with DOJ for Subcontracting Plan Legal Review for DBE Subcontracting Topics			A					I	C				

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51	OCR Notifies Region of Concurrence with Subcontracting Plan after Review			A	R									
53	Region Sends Subcontracting Plan to CAU for Review				A				R					
54	CAU Coordinates with DOJ for Subcontracting Plan (Legal Sufficiency Review)				A				R	C				
55	Region Provides Written Notification to the CM/GC Contractor of Approval Once Legal Review is Complete			I	A			I						
56	Diversity Plan Submitted (20 Days after Design Milestone)				A			R						
57	If Diversity Plan has changes then see steps 58-65. If no changes move to step 66.													
58	Region Reviews Diversity Plan and Consults with OCR			R	A									
59	OCR Reviews Diversity Plan			R	A									
60	If necessary, Region Facilitates Changes to the Diversity Plan with the CM/GC			C	A			R						
61	OCR Coordinates with DOJ for Diversity Plan Legal Review related to OCR Program			A					I	C				
62	OCR Notifies Region of Concurrence with the Diversity Plan after DOJ Legal Review			A	R									
63	Region Sends Diversity Plan to CAU for Review				A				R					
64	CAU Coordinates with DOJ for Diversity Plan (Legal Sufficiency Review - related to CM/GC Contract)				A				R	C				
65	Region Provides Written Notification to the CM/GC Contractor of Approval Once Legal Review is Complete			I	A			I						
66	EWP Pre-con Phase Eval Report Proposal (141.40(d)(g)) (30 Days after Design Milestone)				A	C		R						
67	Constructability Reviews, Cost Estimating, and Pre-Construction Report Submitted - Updated (141.21; 141.31(b); 141.40(b)) (45 Days after 30% Design)				A	C		R				I		
68	Pre-Construction Report Received (30% Design)				A	C			I			I		
69	Schedule, Estimate & Report Review (45 Days after 30% Design)				A	R			C			C		
70	1-Day Risk Workshop (Abbreviated)				A	R		R	I		I	R		
71	CM/GC Invoice for Pre-Construction Services (141.33)(Monthly)				A			R						
72	CAU Issues CM/GC Payments (Monthly)				A				R					
73	60% Design Milestone (Plans & Schedule of Items Produced)				A	R		I	I		I	C		
74	60% Design Milestone Received and Reviewed				A	C								
75	60% Design Milestone Plan Provided to CMGC				A	I		R	I			I		
76	5-Day Risk Workshop (10 Days after 60% Design)			I	A	R	C	R	C		I	I		
77	CPM Schedule (180.41) (Recurring Monthly)				A	C		R						
78	Permitting Plan (Recurring Monthly)				A	R		R						
79	Subcontracting Plan Submitted (20 Days after Design Milestone)				A			R						
80	If Subcontracting Plan has changes then see steps 81-87. If no changes move to step 88.													
81	Region Reviews Subcontracting Plan and Consults with OPO (Solicitation Process?)	C			A									
82	Region Consults with OCR (DBE Program Manager) for DBE Subcontracting Topics			C	A									
83	OCR Coordinates with DOJ for Subcontracting Plan Legal Review for DBE Subcontracting Topics			A					I	C				
84	OCR Notifies Region of Concurrence with Subcontracting Plan after Review			A	R									
85	Region Sends Subcontracting Plan to CAU for Review				A				R					
86	CAU Coordinates with DOJ for Subcontracting Plan (Legal Sufficiency Review)				A				R	C				
87	Region Provides Written Notification to the CM/GC Contractor of Approval Once Legal Review is Complete			I	A			I						
88	Diversity Plan Submitted (20 Days after Design Milestone)				A			R						
89	If Diversity Plan has changes then see steps 90-97. If no changes move to step 98.													
90	Region Reviews Diversity Plan and Consults with OCR			R	A									
91	OCR Reviews Diversity Plan			R	A									
92	If necessary, Region Facilitates Changes to the Diversity Plan with the CM/GC			C	A			R						
93	OCR Coordinates with DOJ for Diversity Plan Legal Review related to OCR Program			A					I	C				
94	OCR Notifies Region of Concurrence with the Diversity Plan after DOJ Legal Review			A	R									
95	Region Sends Diversity Plan to CAU for Review				A				R					
96	CAU Coordinates with DOJ for Diversity Plan (Legal Sufficiency Review - related to CM/GC Contract)				A				R	C				
97	Region Provides Written Notification to the CM/GC Contractor of Approval Once Legal Review is Complete			I	A			I						
98	EWP Pre-con Phase Eval Report Proposal (141.40(d)(g)) (30 Days after Design Milestone)				A	C		R						
99	DBE Goals Set at 60% Pricing Milestone	I		A	I			R						
100	Constructability Reviews, Cost Estimating, and Pre-Construction Report Submitted - Updated (60% Milestone) (141.21; 141.31(b); 141.40(b)) (45				A	C		R				I		
101	Pre-Construction Report Reviewed and Received (60% Design Milestone)				R	A			I			I		
102	Schedule, Estimate & Report Review (45 Days after 60% Design)				A	R			C			C		
103	Blind ICE Estimate				R		A							
104	1-Day Risk Workshop (Abbreviated)				A	R		R	I		I	R		

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105	CM/GC Invoice for Pre-Construction Services (141.33)(Monthly)				A			R								<p>R = Responsible: Which position or department will be Responsible for completing each task? (Completes Task - worker)</p> <p>A = Accountable: Which position or department will be Accountable, ultimately answerable for the activity or decision for major tasks and the result? This oftentimes is different than the Responsible party. (Manage Task - manager)</p> <p>C = Consulted: Which positions or departments must be Consulted? Consulted parties have a say before, making decisions or tasks are completed. They are not responsible or accountable for the outcome.</p> <p>I = Informed: Which positions or departments must be Informed as the tasks progress? These parties don't need to provide input during the process but must be aware of decisions made.</p> <p>NOTE: If "A" is assigned to a task without an "R", then both "A" and "R" is assigned to the Position/Department for that task.</p> <p>RACI CHART - Step by Step.</p> <ol style="list-style-type: none"> Complete the Project's name. In the grey cells below, fill the name of the phases that your project is divided and, inside them, each task must be developed. In the TASKS column, list all the tasks in the order to be completed. If you need to change the priority of the tasks, simply move the task row and the number will stay freeze. List every position or department that will have a role in the project on the top column. <p>Assign a role (RACI) to each department or position, using the legend on the right column to choose a letter from the drop down list. The cell will be color-coded automatically.</p>
106	CM/GC Payments (Monthly)				R				A							
107	PS&E Checklist (See Checklist) Insurance, Req, Env, ROW, etc.				R	A		C								
108	Insurance Risk Assessment	R			A	C										
109	90% Design Milestone (Plans & Schedule of Items Produced)				A	R		I	I		I	C				
110	90% Design Milestone Received and Reviewed				A	C										
111	90% Design Milestone Plan Provided to CMGC				A	I		R	I			I				
112	5-Day Risk Workshop (10-Days after A&E 90% Design)			I	A	R	C	R	C		I	I				
113	CPM Schedule (180.41) (Recurring Monthly)				A	C		R								
114	Permitting Plan (Recurring Monthly)				A	R		R								
115	Subcontracting Plan Submitted (20 Days after Design Milestone)				A			R								
116	If Subcontracting Plan has changes then see steps 117-123. If no changes move to step 124.															
117	Region Reviews Subcontracting Plan and Consults with OPO (Solicitation Process?)	C			A											
118	Region Consults with OCR (DBE Program Manager) for DBE Subcontracting Topics			C	A											
119	OCR Coordinates with DOJ for Subcontracting Plan Legal Review for DBE Subcontracting Topics				A				I	C						
120	OCR Notifies Region of Concurrence with Subcontracting Plan after Review				A	R										
121	Region Sends Subcontracting Plan to CAU for Review				A				R							
122	CAU Coordinates with DOJ for Subcontracting Plan (Legal Sufficiency Review)				A				R	C						
123	Region Provides Written Notification to the CM/GC Contractor of Approval Once Legal Review is Complete				I	A		I								
124	Diversity Plan Submitted (20 Days after Design Milestone)				A			R								
125	If Diversity Plan has changes then see steps 126-133. If no changes move to step 134.															
126	Region Reviews Diversity Plan and Consults with OCR				R	A										
127	OCR Reviews Diversity Plan				R	A										
128	If necessary, Region Facilitates Changes to the Diversity Plan with the CM/GC				C	A		R								
129	OCR Coordinates with DOJ for Diversity Plan Legal Review related to OCR Program				A				I	C						
130	OCR Notifies Region of Concurrence with the Diversity Plan after DOJ Legal Review				A	R										
131	Region Sends Diversity Plan to CAU for Review				A				R							
132	CAU Coordinates with DOJ for Diversity Plan (Legal Sufficiency Review - related to CM/GC Contract)				A				R	C						
133	Region Provides Written Notification to the CM/GC Contractor of Approval Once Legal Review is Complete				I	A		I								
134	EWP Pre-con Phase Eval Report Proposal (141.40(d)(g)) (30 Days after Design Milestone)				A	C		R								
135	Risk Management Plan, Constructability Reviews, Cost Estimating, and Pre-Construction Report Submitted - Updated (90% Milestone) (141.45(b), 141.21; 141.31(b); 141.40(b)) (45 Days after 90% Design)				A	C		R				I				
136	Pre-Construction Report Received (90% Design Milestone)				R	A			I			I				
137	Schedule, Estimate & Report Reviewed by Region				A	R			C			C				
138	Blind ICE Estimate						A					R				
139	Region Submits Form #1 to OCR for Approval				R	A		R								
140	OCR Approves Form #1 and Sends back to Region				A	R										
141	Region Receives Form-1 (Part of the 90% Proposal Submittal)				R	A										
142	1-Day Risk Workshop (Abbreviated)				A	R		R	I		I	R				
143	CM/GC Invoice for Pre-Construction Services (141.33)(Monthly)				A			R								
144	CM/GC Payments (Monthly)				R				A							
145	Region to DRAFT - Early Work Amendment				A	C		C	C	C	C					
146	Region to Initiate Discussion of EWA with FHWA				A						C					
147	Region to Draft and Develop Increase in Auth. to OTC (if necessary)				A				R							
148	Region to Send DRAFT - Early Work Amendment to CAU for Review		C		A				R	R	C					
149	CAU to Review Contract Changes to 100s for Evaluation		C		R				A	C	I					
150	CAU to Review EWP to verify Agency Maintains Severability. Yes or No?		C		R				A	C	I					
151	Region Addresses Comments Back after CAE (& ADS if applicable)		C		A				C							
152	100% Design Milestone (Plans & Schedule of Items Produced) Owner's Rep Quality Assurance. Plan Reviews.				A	R		I	I		I	C				
153	Quality Assurance Review. Verify parts of the design, specs, etc. to be reviewed.				A		C									
154	100% Design Milestone Received and Reviewed				A	C										
155	100% Design Milestone Plan Provided to CMGC				A	I		R	I			I				
156	5-Day Risk Workshop (10-Days after A&E 100% Design)				I	A	R	C	R	C		I	I			
157	CPM Schedule (180.41) (Recurring Monthly)				A	C		R								

STEP	TASK	OPO	ADS	OCR	REGION/OR	A&E	PCO	CMGC	CAU	DOJ	FHWA	ICE	RACI Updated	Process Map Update
158	Permitting Plan (Recurring Monthly)				A	R		R						
159	Subcontracting Plan Submitted (20 Days after Design Milestone)				A			R						
160	If Subcontracting Plan has changes then see steps 161-167. If no changes move to step 168.													
161	Region Reviews Subcontracting Plan and Consults with OPO (Solicitation Process?)	C			A									
162	Region Consults with OCR (DBE Program Manager) for DBE Subcontracting Topics			C	A									
163	OCR Coordinates with DOJ for Subcontracting Plan Legal Review for DBE Subcontracting Topics			A					I	C				
164	OCR Notifies Region of Concurrence with Subcontracting Plan after Review			A	R									
165	Region Sends Subcontracting Plan to CAU for Review				A				R					
166	CAU Coordinates with DOJ for Subcontracting Plan (Legal Sufficiency Review)				A				R	C				
167	Region Provides Written Notification to the CM/GC Contractor of Approval Once Legal Review is Complete				I	A		I						
168	Diversity Plan Submitted (20 Days after Design Milestone)				A			R						
169	If Diversity Plan has changes then see steps 170-177. If no changes move to step 178.													
170	Region Reviews Diversity Plan and Consults with OCR			R	A									
171	OCR Reviews Diversity Plan			R	A									
172	If necessary, Region Facilitates Changes to the Diversity Plan with the CM/GC			C	A			R						
173	OCR Coordinates with DOJ for Diversity Plan Legal Review related to OCR Program			A					I	C				
174	OCR Notifies Region of Concurrence with the Diversity Plan after DOJ Legal Review			A	R									
175	Region Sends Diversity Plan to CAU for Review				A				R					
176	CAU Coordinates with DOJ for Diversity Plan (Legal Sufficiency Review - related to CM/GC Contract)				A				R	C				
177	Region Provides Written Notification to the CM/GC Contractor of Approval Once Legal Review is Complete				I	A		I						
178	EWP Pre-con Phase Eval Report Proposal (141.40(d)(g)) (30 Days after Design Milestone)				A	C		R						
179	Constructability Reviews, Cost Estimating, and Pre-Construction Report Submitted - Updated (100% Milestone) (141.21; 141.31(b); 141.40(b)) (45				A	C		R				I		
180	Pre-Construction Report Received by Region (100% Design Milestone)				R	A			I			I		
181	Region to Review Schedule, Estimate & Report				A	R			C			C		
182	Construction Approach, Means, and Methods Plan (60 Days before Mobilization)				A			R	I					
183	Blind ICE Estimate						A					R		
184	Region to Update the Draft EWA				A	C		C	C					
185	Region Resubmits Updated Draft EWA for Review to CAU				A	R		R	R		C			
186	CAU Verifies Quality Assurance Review Complete				I	C	R		A					
187	CAU Sends to DOJ for Legal Sufficiency Review				I				A	R				
188	DOJ Sends Reviewed EWA to CAU				I				A	R				
189	Region to Send EWA for FHWA Review, if applicable				A						R			
190	Region to request the Bonds and Insurance from the CM/GC	I		I	A			R	C					
191	Region to Request Form #2 from OCR			R	A									
192	CAU verifies FHWA EWA Review, Approval (and Cost Estimating Review)				I				A		C			
193	Region and CAU Verifies Subcontracting Plan Approvals are in place (EWA) Process?	C			A				R					
194	Region and CAU Verifies Diversity Plan Approvals are in place (EWA) Process?			C	A				R					
195	Region to Verify Approval of Bonds and Insurance with OPO	R			A				R					
196	Region to Verify Approval of Form #2 with OCR			R	A				R					
197	Region to Send Bonds, Insurance, and Form #2 to CAU for Review				A				R					
198	CAU Verifies Recommendation of OPO and OCR	C		C	I	C			A					
199	CAU Sends EWA to Region PM to obtain CMGC Contractor's Signature, Bonds, Insurance, and Form #2	R		R	A			C	R					
200	Region PM Recommends and Signs EWA				A									
201	Area Manager Recommends and Signs EWA				A									
202	Area Manager sends EWA to CAU for Final Approval and Processing	I	I	I	A	I	I	I	R	I	I	I		
203	EWA is Signed by the CAE (Execution & Notice to Proceed)				R				A					
204	Executed EWA is Distributed				I			I	A		I			
205	EWA is incorporated into Contract Payment System (CPS)								A					

R = Responsible: Which position or department will be Responsible for completing each task? (Completes Task - worker)

A = Accountable: Which position or department will be Accountable, ultimately answerable for the activity or decision for major tasks and the result? This oftentimes is different than the Responsible party. (Manage Task - manager)

C = Consulted: Which positions or departments must be Consulted? Consulted parties have a say before, making decisions or tasks are completed. They are not responsible or accountable for the outcome.

I = Informed: Which positions or departments must be Informed as the tasks progress? These parties don't need to provide input during the process but must be aware of decisions made.

NOTE: If "A" is assigned to a task without an "R", then both "A" and "R" is assigned to the Position/Department for that task.

RACI CHART - Step by Step.

1. Complete the Project's name. In the grey cells below, fill the name of the phases that your project is divided and, inside them, each task must be developed.
 2. In the TASKS column, list all the tasks in the order to be completed.
 3. If you need to change the priority of the tasks, simply move the task row and the number will stay freeze.
 4. List every position or department that will have a role in the project on the top column.
- Assign a role (RACI) to each department or position, using the legend on the right column to choose a letter from the drop down list. The cell will be color-coded automatically.