ROLE ALLOCATION (RACI)

Who does what, on the ground

LEVEL	Operational
DURATION	1h30 - 2h30
USE	Running an agent
TRACK	Toolkit

OBJECTIVE Explicitly distribute the running of the agent, otherwise everyone assumes someone else is handling it. R: responsible · A: approves and accountable · C: consulted · I: informed.

1 THE ROLES IN YOUR ORGANISATION

BUSINESS

Name, role

DDAO

Name, role

TECHNICAL

Name, role

COMPLIANCE

Name, role

EXECUTIVE

Name, role

2 THE RACI MATRIX

ACTIVITY	BUSINESS	DDAO	TECH.	COMP.	EXEC.
Define the decisions & caps					
Draft & sign constitution + mandate					
Wire the six settings (configuration)					
Arm & test the stop mechanism					
Supervise & re-read the sample					
Decide the launch (go / no-go)					
Respond to an incident					

R performs · A approves and answers for it · C consulted · I informed · — not involved. One A per row, and never on the agent.

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