RACI Matrix

EDI

Executive Sponsor: CEO or Chief People & Equity Officer
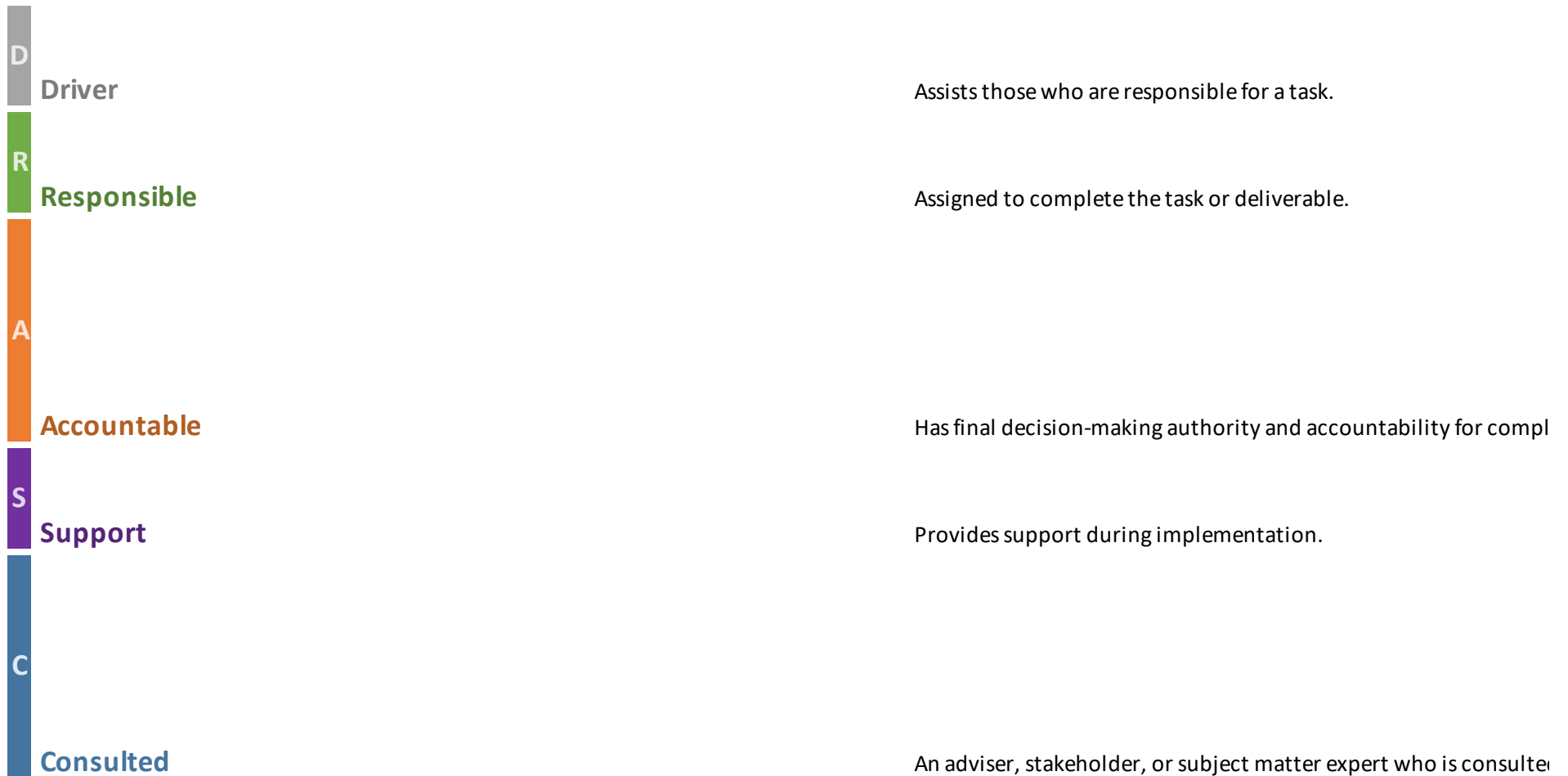
Deliverable or Task	Target Start Date	Target Completion Date	Status	CEO or Executive Director	Equity Manager or Director	Name or Role
			ROLES			
				Sponsor / Leadership		
Embed EDI focus into culture				A	R	D
Org Equity & Culture assessment					R	D
Select top 4 from IHI Equity elements				A	D	S
The organization builds staff awareness, will, and skills to improve health equity. Staff are trained to build their capability to improve health equity and to advance						
Equity is a consideration in hiring decisions and improving health equity is part of all leadership job descriptions and responsibilities.						
People impacted by inequities are directly engaged as key partners in work to						

The organization partners with community-based organizations to address the social needs of patients and families by participating in community-based coalitions and establishing reliable governance and systems for improving health equity, including shared decision making.						
Identify long term goals based on IHI elements & Equity assessment results as part of strategic planning					S	S
Routine communication of EDI committee activities {who we are, why we are here, what we are doing}					R	S
SDOH screening, documentation, & referral pilot & participation in SDOH Learning Collaborative						
Short term goals				A		
Agree upon "micro-affirmation" actions that can be taken					A	D
development of affinity groups?						
Including racial equity as an agenda item in all team & organizational meetings						
Acknowledgement of multi-cultural holidays						

	EDI Portal						
	Joining Washington Employers for Racial Equity						
	Solidarity commitment statement from SLT/Board of Directors/all leaders/managers						
	Org wide implementation of land acknowledgement at all meetings						
	Identify local equity champions for each department/site						A/R	
	Establish reporting method with anonymous/confidential option						D	R
	Develop shared language around EDI					A		
	Develop shared language around health equity, anti-racism, bias in healthcare & NCH commitment to social justice work.						R	D

Task						
Include in regular messaging from leaders across the organization					D	S
Establish a health equity, anti-racism & bias in healthcare education/training plan; schedule for each site/department					R	S
Equity Lens				A		
Agree upon an equity lens					S	
Create training tool for leadership use of selected equity lens					R	S
Begin to utilize equity lens in review of current & future development of policies, practices, procedures; start with an identified subset for 2021					D	S
Begin equity review of HR practices, beginning with a focus on hiring and screening practices & interview questions				CONSULTANT		

Community Engagement					A		
Develop community partnerships to address the social needs of patients and families							

Insert new rows above this one

D Driver		Assists those who are responsible for a task.
R Responsible		Assigned to complete the task or deliverable.
A Accountable		Has final decision-making authority and accountability for compl
S Support		Provides support during implementation.
C Consulted		An adviser, stakeholder, or subject matter expert who is consulted

I

Informed   Must be informed after a decision or action.

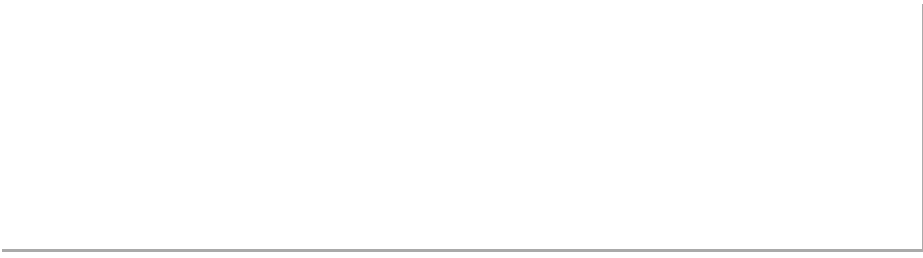| All directors	EDI Committee	Technical Lead	EDI Champions	Name or Role
	Project Team			
S	C			
S	C			
I	R			

D	R		C	
I	C			
I	R			

S	C			
I	S/C			
S	C			

R	C			
I	D		C	
C	R			
C	D			
I	C			
	C			

I	C	do we have a dept that does this already		

etion. Only 1 per task.

d before a decision or action.

RACI MATRIX TEMPLATE by Vertex42.com
https://www.vertex42.com/ExcelTemplates/raci-matrix.html
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About This Template

Use this template within your project team to help clarify and communicate roles and responsibilities for each task or deliverable. Start by inserting rows to define the tasks and deliverables and insert columns as needed to define the roles of sponsors, leaders, consultants, and project team members. Customize the abbreviations below the chart based on the method you are using (RACI, DRASCI, CAIRO, etc.).

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Other RACI Resources:
https://www.clearpointstrategy.com/raci-matrix/

Helpful tip I found online: RACI typically crumbles due to the lack of understanding of Responsibility vs. Accountability. The elegant solution I came across was that while Responsibility could be delegated/assigned to someone, Accountability could only be assumed by someone.