FREE PACK · INSIGHTS

RACI template and warning signs

Build the chart with your team, then read it twice: down each person and across each action.

Your RACI chart

R = Responsible (the doer) · A = Accountable (the buck stops here; one per action) · C = Consulted (asked before the decision) · I = Informed (told after it). Write the people across the top and the actions down the side. Leave blanks where someone has no role.

Initiative or goal

Action (a specific deliverable or decision)	Person / role	Person / role	Person / role	Person / role	Person / role	Person / role

Building it: list specific actions, not generic ones (“attend meetings”). Include everyone affected, not only those doing the work. Start each row with the A: “if this goes wrong, who will be asked why?” Only one A per action. Be sparing with C and I. Build it together, in the room.

Read it twice: the warning signs

None of these is automatically wrong. Each is a question worth asking before the work starts.

Down each person's column

If you see…	Ask	Checked
Lots of Rs	Can they carry this workload? Is the plan leaning on them too heavily?	
No blanks at all	Do they need to be in everything, or is this a bottleneck?	
Only Cs and Is	Why are they on the chart? Should they be in the communication plan instead?	
Several As	Decisions will queue at their desk. What could be delegated?	
No role at all	Remove them, or is an action that involves them missing?	

Across each action's row

If you see…	Ask	Checked
No R	Who is actually doing it?	
Several Rs	Who leads? Shared doing often means nobody owns it.	
No A	Who does the buck stop with? Every action needs one.	
More than one A	Which one? Two As means confusion or a power struggle.	
Neither R nor A	Is this being left to chance? Does it need a simple process?	
Lots of Cs	Should some be Is? Every C slows the decision.	
No Cs or Is	Who should be engaged so they don't resist later? Or is the action too detailed for this chart?	
Lots of Is	Does everyone need to know, or are people being copied in to be safe?	

What we changed after reading it

The interactive version flags these patterns automatically: greatwithtalent.com/insights/tools/raci-builder/

Does any of this sound familiar?

The organisations we work with rarely come to us asking for a survey. They come with something that is costing them money, time or people. These are the ones we hear most often.

MAKING MONEY

"We hire well on paper and still get it wrong in the role."

Personality, leadership and competency assessment matched to the job, so interviews test what matters and offers go to people who will perform. (FindingPotential)

"Our best people leave and we only find out why afterwards."

Exit intelligence in the leaver's final weeks: what was avoidable, who would come back, and what to change first. (LastOpinion)

"Leaders get feedback once a year and nothing changes."

Forward-looking 360 feedback that lands as development rather than judgement, with the actions built in. (FeedForward)

SAVING MONEY

"Too many new starters are gone inside a year."

New-starter surveys at the points the first-year leak opens, so you act at three months instead of reading about it at exit. (OnBoarder)

"References take weeks and tell us nothing."

Automated referencing with questions that predict, most returned within 48 hours. (ReferenceExpert)

"We run an engagement survey and the results sit in a drawer."

Engagement reporting down to team level in plain English, with the three moves each team's own people chose. (WinningFormula)

SOLVING PROBLEMS

"The board wants evidence on culture, conduct and speaking up."

A confidential always-on channel and a harassment-prevention audit that give you the evidence before a regulator asks for it. (SafeSpace)

"We publish an inclusion statement and cannot show whether it is true."

Inclusion measured at every stage from hire to exit, so you can see where the experience differs and act on it. (ED&I)

"We have the data and cannot turn it into a decision."

Twenty years of UK benchmark data and analysts who turn results into a board paper, not a dashboard. (Workforce intelligence)

Who we are

great{with}talent is a UK workforce-intelligence consultancy, founded in 2003. We help organisations hire better, keep people longer, improve leadership, strengthen inclusion and reduce workplace risk, with a connected set of tools that turn employee data into clear, fast action across the whole employee lifecycle. Independent, GDPR-compliant and Cyber Essentials certified, hosted on Microsoft Azure.

Not on the list? It will not always be. If you are working on something you think we might be able to help with, drop us a note describing what you are trying to do and we will come back to you.

On the list or not, let's talk.

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