**RACI Table Exemplar**

Responsible, Accountable, Consulted, Informed, (RACI) Chart

Project Title: Project Manager:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| WBS | Tasks/Sub-tasks | Dr. Davis  Project Sponsor | Christine  Project Manager | Andrew  Chief of Engi-neering | Avery  IT | Tedi  ED RN Manager | Richard  ED  Physician | Donna  ED CNS | Arnold  ED  RN | Jason  HR |
| 1 | Fast-track system Desk and Triage Area | **C** | **A** | **R** |  | **I** | **I** | **I** | **I** |  |
| 1.2 | Downsize and recenter registration desk to enhance waiting room visualization | **I** | **A** | **R** |  | **I** |  |  |  |  |
| 1.3 | Add additional workspace for fast-track desk | **I** | **A** |  | **R** | **I** |  |  |  |  |
| 1.4 | Install large glass window into solid partition between triage and waiting room | **I** | **A** | **R** |  | **I** |  |  |  |  |
| 1.5 | Place solid walls between triage bays | **I** | **A** | **R** |  | **I** |  |  |  |  |
| 2 | Waiting Room Renovation | **C** | **A** | **R** |  | **I** |  |  |  |  |
| 2.1 | Repaint Walls | **I** | **A** | **R** |  | **I** |  |  |  |  |
| 2.2 | Redo Flooring | **I** | **A** | **R** |  | **I** |  |  |  |  |
| 3 | Develop Fast-track System | **I** | **A** |  |  | **R** | **C** | **C** |  |  |
| 3.1 | Determine ESI Criteria | **I** | **A** |  |  | **C** | **R** | **I** |  |  |
| 3.2 | Determine staffing mix/needs | **I** | **A** |  |  | **R** | **C** |  |  |  |
| 3.3 | Recruit additional FTEs | **I** | **A** |  |  | **R** | **R** |  | **I** | **C** |
| 4 | ED Staff Education | **I** | **A** |  |  | **C** | **C** | **R** |  |  |
| 4.1 | Develop fast-track competency and training needs | **I** | **A** |  |  | **C** | **C** | **R** |  |  |
| 4.2 | Train ED staff on use of ESI | **I** | **A** |  |  | **C** | **C** | **R** |  |  |
| 4.3 | Train ED staff on workflow | **I** | **A** |  |  | **C** | **C** | **C** | **R** |  |
| 5 | Fast-track System Progress and Assessment Audits | **I** | **A** |  |  | **I** | **I** | **I** | **R** |  |
| 5.1 | Rate of LWBS | **I** | **A** |  |  | **I** | **I** | **I** | **R** |  |
| 5.2 | Patient weight times | **I** | **A** |  |  | **I** | **I** | **I** | **R** |  |
| 5.3 | Arrival-to-provider time | **II** | **A** |  |  | **I** | **I** | **I** | **R** |  |
| 5.4 | Patient satisfaction score |  | **A** |  |  | **I** | **I** | **I** | **R** |  |

Risk Register Exemplar

*Project Fast-track System and Triage Team Risk Register*

*Version: Date:*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Rank** | **Cate-gory** | **Risk** | **Description** | **Triggers** | **Potential Responses** | **Proba-bility** | **Im-pact** | **Risk Ow-ner** | **Sta-tus** |
| 1 | 4 | Project Risk | Budget cut | Significant decrease in original allotted budget | Facility impacted by inflationary trends, leading to delays in procedures and decrease in ED visits | Prioritize project needs and make necessary cuts to be in line with the budget | medium | high | Project Man-ager | Occurred |
| 2 | 4 | Project Risk | Going over budget | Cost project exceeding allotted budget | Contractors underestimate the cost of fast-track system construction | Prioritize project needs and make necessary cuts to be in line with the budget | medium | high | Chief of Engi-neering | Not occurred, but still a potential risk |
| 3 | 3 | People Risk | Compe-titive salary market | Hard to recruit RNs due to local facilities can lead to insufficient RN support for the fast-track system | Low number of qualified applicants | Consider salary incentives or have fast-track system open during surge hours to provide staffing flexibility | medium | medium | ED Nurse Man-ager | Not occurred, but still a potential risk |
| 4 | 3 | People Risk | Poor ED staff buy-in | ED staff are not motivated to adopt fast-track system and use of ESI for triaging | ED staff feedback | Conduct meeting with ED staff to discuss concerns regarding the fast-track system. Re-evaluate every bi-weekly to follow-up on concerns and address as needed. Provide data that supports the project | medium | high | ED Nurse Man-ager | Not occ-urred, but still a potential risk |
| 5 | 2 | Hardware/software risk | Insuffi-cient hard-ware supply | IT experiences am increase in demands for computer hardware in other department that takes higher priority. | Delay in having computers available to support fast-track system. | Reach out to other departments that have vacant workspaces and request to utilize those computers until IT has an increase in computer inventory | low | medium | IT | Not occ-ured |
| 6 | 4 | Supply Risk | Supply chain issues inflate cost of mater-ials | Unforeseen costs increase due to an unstable economy | Contractors increase bids and cost of goods | Potential vendor shop out, cut quality and or quantity of supplies | Medium | High | Project Manager | Not Occ-urred |