



Responsible, Accountable, Consulted, Informed (RACI) Chart

Project Title: Improving documentation compliance with wound care tipsheets

Program Manager:XXXX.....

Work Breakdown Structure with Major Tasks and Subtasks	Renee Stephenson	Lori Krogman	Wound Care Team	ICU Manager	ICU Staff
1.0 Initiation					
1.1 Possible topic ideas	R				
1.2 Create different topic ideas PICOT	R				
1.3 Discuss with mentor the topic ideas	R	C			
1.4 Discuss project ideas and feasibility	R	C			
1.5 Finalize project ideas	R	C			
1.6 Picot developed	R				
1.7 ICU Manager buy in				I	
2.0 Planning					
2.1 Initial meeting with wound care team	R		C	I	
2.2 Creation of tip sheet for ICU staff	R		C	I	
2.3 Creation of Charter	R				
2.4 Creation of Scope	R				
2.5 Determine Budget	R	C			
2.6 Communication Plan	R				
2.7 Literature review of best practices	R				
3.0 Execution					