

RACI diagram

Course information

	AID	M&C team	M&C web editor	SRM	Curriculum App. Man	Federation	SRA	Faculty	PDG/CAP	BI	Remarks
R= Responsible A= Accountable (approver) C= Consulted I= Informed											
<b>CREATION PHASE</b>											UG and PG, CPD to do later, Sandwich?
MIA											Proposal
Course name/title	I	I	I	I	I	I	I	RA	C		
Award title	I	I	I	I	I	I	I	RA	C		
Prepared by	I	I	I	I	I	I	I	RA	C		
Date	I	I	I	I	I	I	I	RA	C		
Programme leader	I	I	I	I	I	I	I	RA	C		
Faculty	I	I	I	I	I	I	I	RA	C		
Department	I	I	I	I	I	I	I	RA	C		
Type Award (primary award/ target)	I	I	I	I	I	I	I	RA	C		
Start date(s)	I	I	I	I	I	I	I	RA	C		
Contact CAS	I	I			RA						
Outcome of MIA											Approved for design
Date of Outcome of MIA	I	I	I	R	I	I	I	C	A		
Delivery (CAS info)	I	I	I	R				A	C		
Awarded by	I	I	I	C				RA	C		
Delivered by/ Mode of Attendance	I	I	I	C				RA	C		
Duration	I	I	I	C				RA	C		
Partner	I	C	I	I	R			RA	C		
Partner model	I	C	I	I	R			RA	C		
Proposed Fees/per delivery	I	I	I	R				A	C		
Course type	I	I	I	R				A	C		Need of Coding convention in SAM
Publish from	I	I	I	R				A			=Outc. of MIAdate
Professional body	I	I	I	R				A			
Accreditation	I	I	I	C				RA	C		
Primary Award title	I	I	I	C		C		RA	C		
Primary Award code	I	I	I	C		C		RA	C		
Primary Target title	I	I	I	C		C		RA	C		
Primary Target code	I	I	I	C		C		RA	C		
Marketing remarks?	I	I	I	?				?	C		Not known by CAS
Venues course (partner campus)	I	I	I		C			RA	C		
Provider Venue	I	I	I		C			RA	C		
Qualification type	I	I	I	C				RA	C		
<b>Application information</b>											
Welcome WEB access	I			RA				C			
Standard forms	I			RA				C			
Top up	I			C				RA			
<b>SRM</b>											
Tariff info											
Contact SRM	I	I		RA	C						
<b>UCAS code request</b>											
Suggested UCAS code					RA						
Date UCAS requested	C				RA						
UCAS code	RA				C						
Date received UCAS	RA				I						
SITS code	RA		I								
SITS occurrences	RA										
Contact AID	RA				I						
Date completed recording SITS	RA	I	I	I	I						
<b>Delivery information</b>											
Mode of attendance (Delivery) update	I	I	I	I	I	I	I	RA			Later in process?
Study Mode (mode of Attendance) update	I	I	I	I	I	I	I	RA			
Attendance pattern	I	I	I	I	I	I	I	RA			
Subject	I	I	I	C				RA			
Duration	I	I	I	I	I	I	I	RA			
Tariffs	I	I	I	I	I	I	I	RA			
Publish to	I	I	I	I	I	I	I	RA			6 years from approval?
JACS code	I	I	I	RA		I		C			
Course type (update)	I	I	I	I	I	I	I	RA			
<b>Marketing form</b>											
Marketing request		R		I				A			
Completed marketing	I	CA	R	I	I	I					
Content		R						A			
Entry Recruitment, special offers		R						A			
<b>DESIGN PHASE</b>											
<b>Design documentation</b>											Status approved
HEAR data	I							RA		C	TBD
KIS data	I							RA		C	TBD
Learning outcomes		I		I				RA			
Programme Specifications		I	I	I				RA			TBD
Module Specifications		I	I	I				RA			TBD
Date design completion	I	I	I	I	I			RA			TBD
<b>APPROVAL PHASE</b>											
Notification of Outcome											Status approved
Confirmed CAP date	I	I	I	I	R	I	I		A		
Approval status	I	I	I	R	I	I			A		Approved (for 6 years), approved with conditions, non approval
Conditions	I	I	I	R	I	I			A		
Deadline conditions	I	I	I	C	I	I			RA		

	A/D	M&C team	M&C web editor	SRM	Curriculum App. Man	Federation	SRA	Faculty	PDG/CAP	BI	Remarks
Amendments	C	C		I	I	I	C	A	R		
Definite Course Title	C	I	I	I	C	I	I	A	R		
Definite Mode of Delivery	C	I	I	I	C	I	I	A	R		
Assessment	C	I	I	I	C	I	I	A	R		
Credits	C	I	I	I	C	I	I	A	R		
Definite Partner	C	I	I	I	C	I	I	A	R		
Definite PSRB	C	I	I	I	C	I	I	A	R		
First intake	I	I	I	C	C	I	I	RA			
Update SITS date	R	I	I	I	I			A			
<b>CHANGES</b>											
Impact assessment											
Date of CAP	I	I	I	I	C	I	I	A	R		TBD
Status of course	I	I	I	C	C	I	I	A	R		Closure (full), suspended, discontinued
Student numbers	I	I		RA	I			C			TBD
Changes	I	I	I	C	C	I	I	A	R		TBD

LEGENDA

**Responsible**

Those who do the work to achieve the task.[7] There is typically one role with a participation type of responsible, although others can be delegated to assist in the work required (see also RASCI below for separately identifying those who participate in a supporting role).

**Accountable (also approver or final approving authority)**

The one ultimately answerable for the correct and thorough completion of the deliverable or task, and the one who delegates the work to those *responsible*. [7] In other words, an *accountable* must sign off (approve) on work that *responsible* provides. There **must** be only one *accountable* specified for each task or deliverable.[4]

**Consulted (sometimes counsel)**

Those whose opinions are sought, typically *subject matter experts*; and with whom there is two-way communication. [7]

**Informed**

Those who are kept up-to-date on progress, often only on completion of the task or deliverable; and with whom there is just one-way communication.[7]