# RACI Chart

| Task List | Deadline to Complete | Responsible | Accountable | Consulted | Informed |
|---|---|---|---|---|---|
| Session – with SLT and Project Team Identifying Key LEAN tools | March 2024 | Michelle | Kate | Team SLT | Kate |
| Define vision and objectives for the Lean Management System | April 2024 | Michelle | Kate | Team SLT | Kate |
| Selection of initial projects | April 2024 | Greg | Michelle | Team SLT | Kate All Staff |
| Develop an engagement and communication plan. | April 2024 | Carly | Michelle | Team | Kate |
| Development of training plan | April 2024 | Michelle / Kim / Wade | Michelle | Carly Greg | Kate |
| Creation of deployment map | May 2024 | Michelle | Kate | SLT | Kate |
| Approval by Service Review Ad Hoc Committee | June 2024 | Michelle | Kate | Service Review Ad Hoc Committee | All Staff |
| Reporting process and timeline | August 2024 | Michelle | Kate | Team | Kate |

| Creation of repository | September 2024 | Kim/Carly | Michelle | Team | All Staff |
|---|---|---|---|---|---|
| Creation of prioritization matrix | September 2024 | Michelle | Kate | Team SLT | All Staff |
| Communicate successes | December 2024 | Carly | Michelle | Team | All Staff |
| Training Plan Ongoing (build into onboarding program) | 2025-2026 | Michelle | Kate | HR | All Staff |