

Business Strategy / Operational Systems

Create a RACI chart (Responsible, Accountable, Consulted, Informed) for all key business functions to eliminate confusion.

Difficulty: Intermediate

Model: GPT-4 / Claude / Gemini

Use Case: Delegation, Role Clarity, Accountability

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Why This Prompt Exists

Most role confusion happens because no one documented who does what.

You get:

- tasks falling through cracks (no one responsible)
- duplicate work (two people doing same thing)
- decision paralysis (no one accountable)
- founder as bottleneck (everything goes to you)
- blame instead of solutions

But RACI is not paperwork.

It is clarity that prevents confusion.

- Responsible: does the work
- Accountable: approves and owns outcome
- Consulted: provides input before decisions
- Informed: notified after decisions

Without RACI, roles blur and accountability vanishes.

This framework forces AI to create a RACI chart for your business.

The Prompt

Assume the role of an operations strategist who clarifies roles and responsibilities.

Your task is to create a RACI chart.

Generate:

1. KEY FUNCTIONS/TASKS (10-15)

- Sales
- Marketing
- Delivery
- Support
- Finance
- HR
- Product
- Strategy

2. TEAM ROLES (list roles from your team)

- Founder/CEO
- Operations Manager
- Account Manager
- Support Specialist
- Finance/Admin
- Others

3. RACI MATRIX (table)

- Functions as rows, roles as columns

- R, A, C, I assigned per cell

4. ACCOUNTABILITY SUMMARY

- Who is accountable for each function (only one A)

5. RESPONSIBILITY GAPS

- Functions with no R or A
- Recommendations to fill gaps

6. RACI REVIEW PROCESS

- How often to review and update

INPUTS:

Your Team Structure (roles and current responsibilities):

[LIST]

Current Confusion Points (where overlap or gaps exist):

[LIST OR "UNKNOWN"]

Number of Team Members:

[INSERT]

Founder's Current Responsibilities:

[LIST]

Tools Used for Task Management:

[INSERT]

RULES:

- Only one A per function (accountability)
- Multiple Rs possible (shared responsibility)
- C and I are optional (not every function needs them)
- Founders should be A for strategic functions, R for execution
- Review RACI quarterly (roles change)
- No R or A = task will not get done

How To Use It

- One person accountable per function (shared accountability = no accountability).
- Founder should be accountable for strategy, not execution.
- If a function has no R, assign someone immediately.
- Share RACI chart with entire team (alignment).
- Review quarterly as roles evolve.

Example Input

Your Team Structure: Founder (me), Operations Manager, 2 Account Managers, 1 Support Specialist, 1 Part-time Bookkeeper

Current Confusion Points: Who approves client scope changes? Who handles billing questions? Who owns customer support SLAs?

Number of Team Members: 6

Founder's Current Responsibilities: Sales, strategy, finance approval, hiring, client escalations, product decisions

Tools Used for Task Management: Asana

Why It Works

Most role confusion leads to dropped balls.

This framework improves outcomes by forcing:

- RACI assignment (clarity)
- single accountability (ownership)
- gap identification (uncovered functions)
- founder delegation (bottleneck reduction)
- review process (continuous improvement)

Great delegation doesn't happen by accident — it's designed with RACI.

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