

ATTACHMENT 8

TASK EXPECTATION DOCUMENT (T.E.D)

Deliverable Title:

Stakeholder Roles and Responsibilities-

The following RACIVS chart shows the stakeholders for the Tasks and their respective roles and responsibilities:

Deliverable	R	A	C	I	V	S
XX						

RACIVS Key	
R = Responsible	Person or party responsible for ensuring tasks are completed to Accountability, Verifies', and Signs-Off's satisfaction
A = Accountable	Person or party accountable for successful completion of the tasks
C = Consulted	Person(s) or party(ies) assigned to provide consultation if needed
I = Informed	Person(s) or party(ies) identified to simply be informed of the task progress
V = Verifies	Person(s) or party(ies) identified to review the tasks and advise Signs-Off to accept or reject the maintenance
S = Signs-Off	Person or party that is the approving authority (signatory) for the completed tasks

Anticipated Start and Stop Date

Out-of-Scope

The following items are not in scope for this item of tasks:

Assumptions

The following assumptions have been identified for the tasks:

Summary of Tasks

Artifacts (to be uploaded to SharePoint EA repository)

Approved

CDCR User Project Manager

Date

Approved

Project Consultant Team Lead

Date