FX Organizational Change Management (OCM)
Responsible, Accountable, Consult, and Informed (RACI)
Vendor/Agency Matrix

OCM Deliverables and Activities	Agency Program OCM Lead	Agency Program Communications Lead	Agency Organizational Development Lead	Agency Project Training Lead(s)	Agency Sponsor	Agency Change Champions	Vendor Project OCM Lead(s)	Vendor Project Communications Lead(s)	Vendor Training Lead(s)
Initiation									
1. Identify the Change									
Change Identification Summary									
Draft Change Identification Summary	C	C	I	I	C	N/A	AR	I	I
Review Change Identification Summary	R	R	I	I	C	N/A	R	I	I
Approve Change Identification Summary	AR	I	I	I	I	N/A	I	I	I
Publish Change Identification Summary	I	I	I	I	I	N/A	R	I	I
2. Conduct Stakeholder Analysis									
Stakeholder Analysis									
Draft Stakeholder Analysis	C	C	I	I	C	N/A	AR	C	I
Review Stakeholder Analysis	R	R	I	I	C	N/A	R	C	I
Approve Stakeholder Analysis	R	C	I	I	I	N/A	I	I	I
Publish Stakeholder Analysis	I	I	I	I	I	N/A	R	I	I
Planning									
3. Build OCM Strategy & Plans									
OCM Strategy									
Determine people change approach	C	C	R	C	I	I	AR	R	R
Draft OCM Strategy	C	C	R	C	I	I	R	R	R
Review OCM Strategy	AR	R	R	R	I	I	R	R	R
Approve OCM Strategy	AR	C	I	C	I	I	I	I	I
Publish OCM Strategy	I	I	I	I	I	I	AR	I	I
Communications Plan									
Draft Communications Plan, with Communications Matrix	C	C	C	C	I	I	C	AR	C
Review Communications Plan, with Communications Matrix	AR	R	C	C	I	I	R	R	C
Approve Communications Plan, with Communications Matrix	A	R	I	I	I	I	I	I	I
Publish Communications Plan, with Communications Matrix	I	I	I	I	I	I	I	AR	I
Stakeholder Engagement Plan									
Draft Stakeholder Engagement Plan	C	C	C	C	I	I	AR	C	C
Review Stakeholder Engagement Plan	AR	R	C	C	I	I	R	R	C
Approve Stakeholder Engagement Plan	AR	C	I	I	I	I	I	I	I
Publish Stakeholder Engagement Plan	I	I	I	I	I	I	AR	I	I
Organizational Development Plan									
Draft Organizational Development Plan	C	C	AR	C	C	I	C	C	C
Review Organizational Development Plan	AR	R	R	R	C	I	R	C	C
Approve Organizational Development Plan	A	C	R	C	I	I	I	I	I
Publish Organizational Development Plan	I	I	AR	I	I	I	I	I	I
Training Plan									
Draft Training Plan, with Needs Analysis & Curriculum	C	C	C	C	C	I	C	C	AR
Review Training Plan, with Needs Analysis & Curriculum	AR	C	R	R	C	I	R	C	R
Approve Training Plan, with Needs Analysis & Curriculum	AR	C	C	C	I	I	I	I	I
Publish Training Plan, with Needs Analysis & Curriculum	I	I	I	I	I	I	I	I	AR
OCM Project Schedule									
Draft OCM Project Schedule	C	C	R	R	I	I	AR	R	R
Review OCM Project Schedule	AR	C	R	R	I	I	R	R	R
Approve OCM Project Schedule	AR	C	I	I	I	I	I	I	I
Integrate OCM Project Schedule with overall project schedule	I	I	I	I	I	I	AR	I	