**RASCI Diagram**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Stakeholders** | **Project Team** | **Project Sponsor** | **Cost Engineering** | **Project Management Office** | **Project Accounting** | **Project Manager** |  | **Description of Activities** |
|  |  |  |  |  |  | **⏺** | 1 | Plan and document your cost management and control activities and execution plan. See Cost Management Plan Checklist for considerations.  |
|  |  |  |  | **⏺** | **⏺** | **⏺** | 2 | Contact Project Accounting to assist in accessing cost data and inputting any updates/corrections to the cost information. If necessary, contact Project Controls to assist in completing the cost management planning and cost control process. |
|  |  |  | **⏺** |  |  | **⏺** | 3 | For large projects, consider retention of a cost engineer to assist project execution activities. Estimating personnel involved during the development phase might be able to perform this role. See Cost Engineer Roles and Responsibilities.  |
|  |  |  |  |  | **⏺** | **⏺** | 6 | Complete and document a cost breakdown structure (CBS). Considerations include developed work breakdown structure will provide the bases for CBS, contract strategies, level of cost management required, apply standard code of accounts – Project Accounting. |
|  |  |  |  |  | **⏺** | **⏺** | 7 | Ensure that cost information is collected and coded correctly. See Cost Information Checklist. Update the cost information according to cost reporting requirements. Contact Project Accounting to assist in the cost collection process. See Cost Collection Checklist.  |
| **⏺** | **⏺** | **⏺****⏺** |  |  |  | **⏺** | 11 | Advise the project sponsor, team members, and any other stakeholders of cost changes. Request sponsor authorization for any net budget increases to the project. Major changes may require re-planning of the project and should follow cost estimating principles.  |
|  |  |  |  |  | **⏺** | **⏺** | 12 | Update the contingency usage register with current forecasts and then update the cost forecast. Notify Project Accounting of any revised costs forecasts to update the Oracle System. Cost forecasting and reporting should be completed once per month in accordance with Project Measurement and Reporting. |
| **KEY ⏺Responsible ⏺Approve ⏺Supportive ⏺Consulted ⏺Informed** |