RACI Matrix of Long-Term Responsibilities

R = Responsible, the unit(s) that will perform the task, can include **one or more** units

A = Accountable, the unit that delegates the task and ensures it's completed, should only include **one** unit

C = Consulted, the unit(s) that provides advice and input, can include **zero or more**

I = Informed, the unit(s) that are kept in the loop but are not responsible for performing the task, can include **zero or more**

Sample article:
https://www.cio.com/article/2395825/project-management-how-to-design-a-successful-raci-project-plan.html

	Your Unit	Client	Other:	Other:	Other:	Other:
Technical maintenance/ security updates						
Content Updates						
New Features						
Fundraising/Grants						
Hosting Costs						
Archiving						