



## How to Generate RACI from BPMN Process Map?

Written Date : December 5, 2013

### What is a RACI Chart?

A RACI chart is a matrix that presents the different responsibilities of people, teams, departments, or any other business units in completing business activities for a business process. A typical RACI chart involves rows of participants and columns of business activities. Cells, when appropriate, are marked with letters R, A, C, or I, with each of them representing a specific kind of responsibility. Here is a description of RACI:

- **R** - Responsible. A participant does something to achieve a specific business activity.
- **A** - Accountable (also approver or final approving authority). The participant who verifies the completeness and correctness of the business activity.
- **C** - Consulted. The participant who gives advice on the business activity.
- **I** - Informed. The participant who is kept updated on the progress of the business activity.

### Preparation

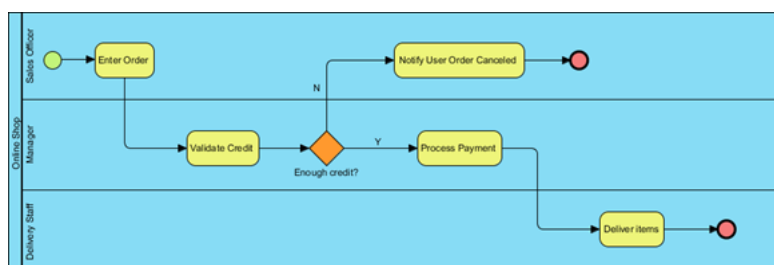
To perform the steps in this tutorial, make sure you have Visual Paradigm [downloaded](#) and [installed](#).

You also need to download the sample project with BPD, which will be used to demonstrate the generation of the RACI chart throughout this tutorial.

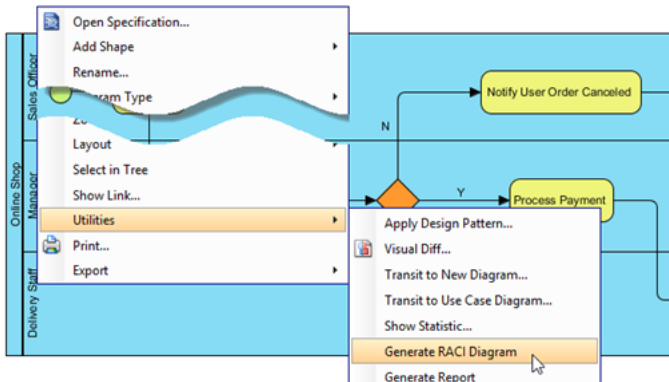
Now let's start to create our RACI chart from our business process diagram.

### Generate RACI Chart from a Business Process Diagram

1. Open the sample project *online\_shop.vpp*. The sample project contains a simple business process diagram named *Online Shop*.



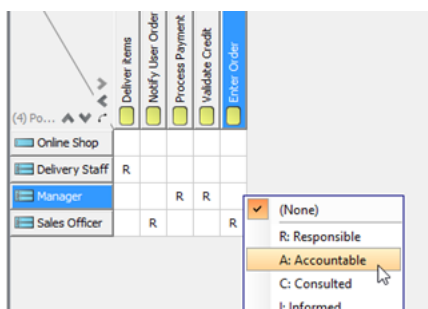
- We need to produce a RACI chart from this business process diagram to describe the responsibilities of the three participants - *Sales Officer*, *Manager*, and *Delivery Staff*. All you need to do is to right-click on the background of the business process diagram and select **Utilities > Generate RACI Diagram** from the popup menu.



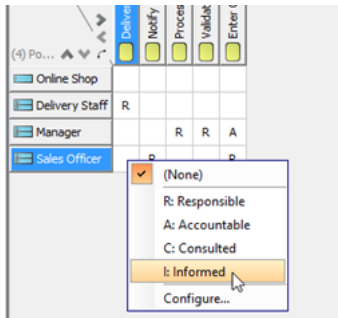
- A RACI chart is immediately formed by evaluating the workflow in the business process diagram. A participant is said to be 'responsible' for a task when that task is placed inside the participant pool in the business process diagram. In such a case, the cell is marked with 'R'.

(5) Task, Sub-Pr...	Deliver Items	Notify User Order Canceled	Process Payment	Validate Credit	Enter Order
(4) Po...					
Online Shop					
Delivery Staff	R				
Manager			R	R	
Sales Officer	R				R

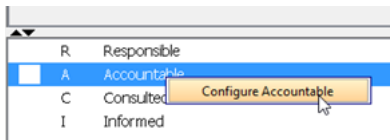
- As mentioned above, there are a total of 4 kinds of responsibility you can describe by using a RACI chart. Other than Responsible ('R'), we have Accountable ('A'), Consulted ('C'), and Informed ('I'). Let's fill in the RACI chart with other kinds of responsibilities. Let's say the *Enter Order* task will need to get approval from the *Manager*. We can record this by right-clicking on the cell and selecting **Accountable** from the popup menu.



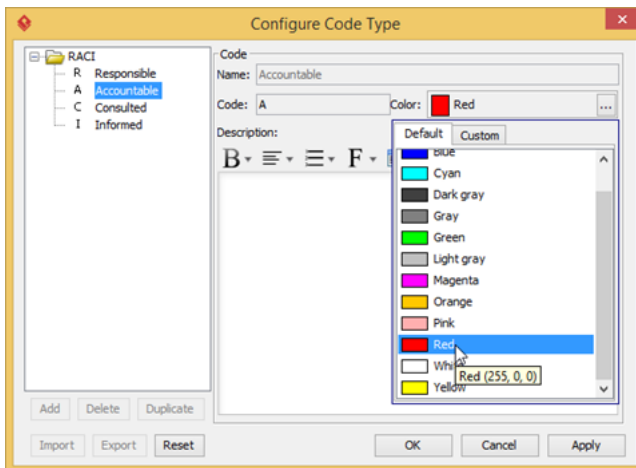
- Suppose *Delivery Staff* needs to inform the *Sales Officer* when he delivers the orders. We can right-click on the cell and select **Informed** from the popup menu to record this.



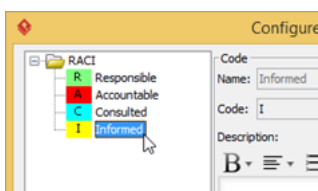
- We can specify the color of each of the codes to make the RACI chart easier to read. To specify the color of the code, right-click on the code at the bottom of the chart and select **Configure %code%** from the popup menu.



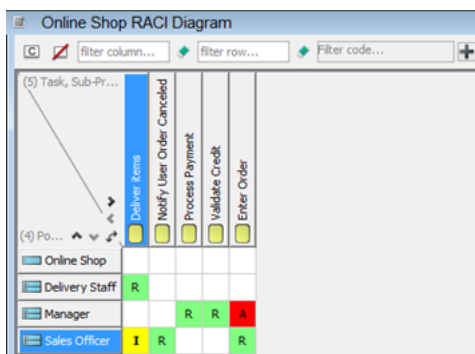
- In the **Configure Code Type** dialog, click the ... button in the **Color** field to change its color.



- You can also change the color for other codes in the **Configure Code Type** dialog.



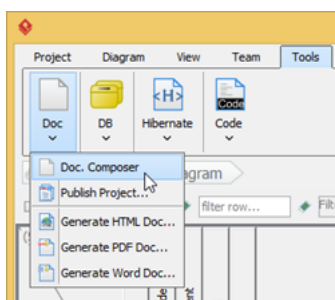
9. Press **OK** once you have finished specifying the color and responsibility of each participant with the colored code shown in the chart.



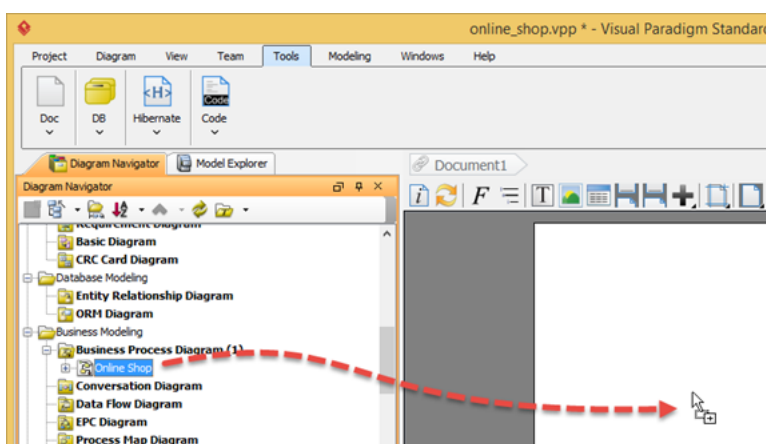
### Generate RACI Chart into a PDF Report

Once you have completed the RACI chart, you can export it into a PDF report and share it with your colleagues. To create a report for your RACI chart:

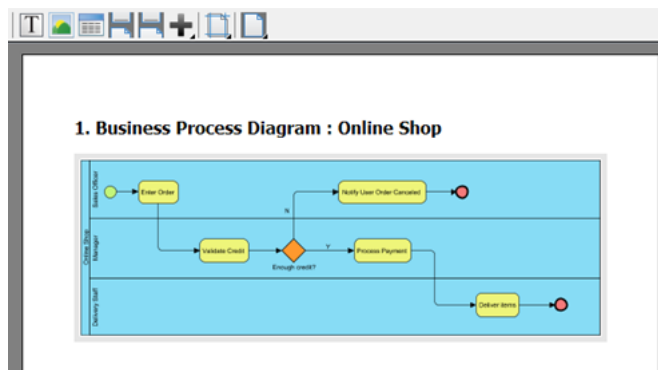
1. Go to **Tools > Doc > Doc. Composer** to create a Document Composer.



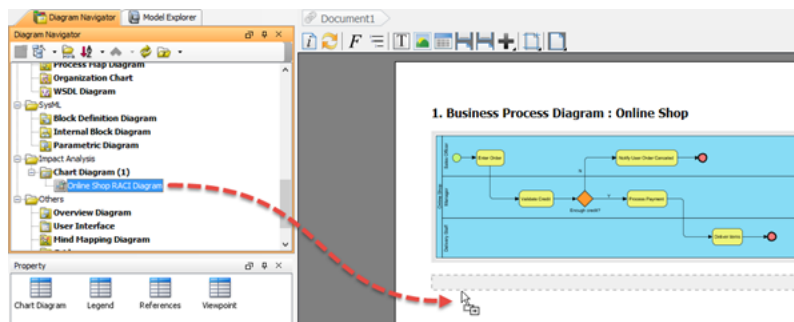
2. We first select our *Online Shop* diagram under **Business Modeling > Business Process Diagram** in **Diagram Navigator**. Drag out the *Online Shop* diagram and drop it into **Report Composer**.



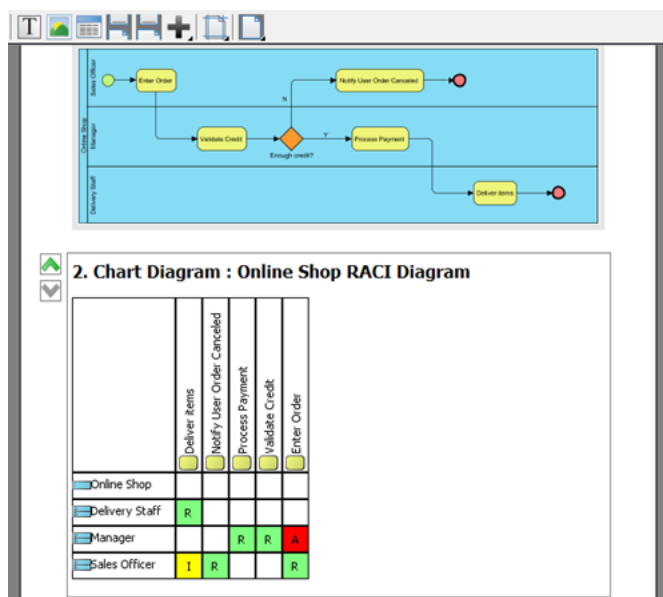
- Now the image of the business process diagram is showing in the document.



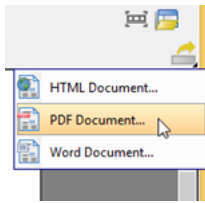
- Next, we select the *Online Shop RACI Diagram* under **Impact Analysis > Chart Diagram**. Drag out the *Online Shop RACI Diagram* from **Diagram Navigator** and drop it into **Report Composer**.



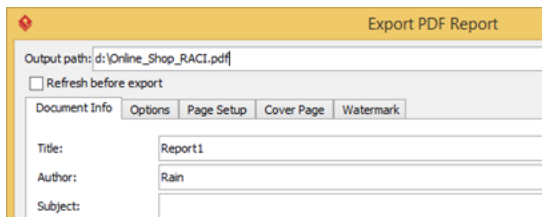
- Now the RACI chart is added to the report by following the business process diagram.



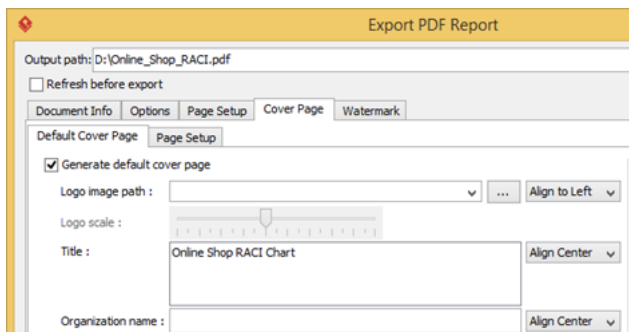
6. Press **Export > PDF Report...** at the top right-hand corner of **Report Composer**.



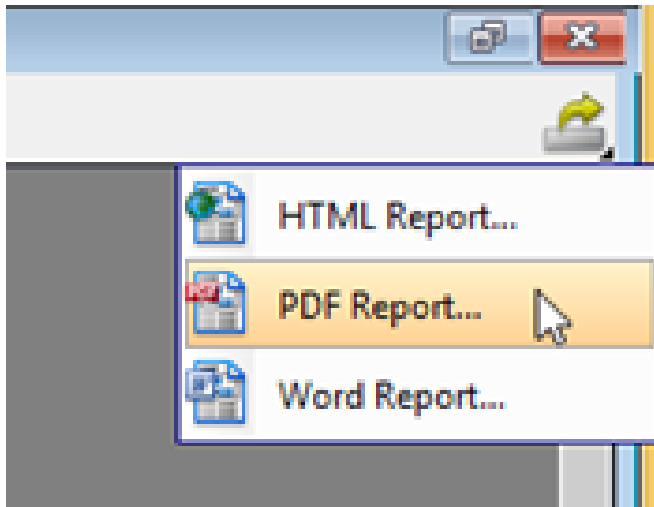
7. Specify the path for outputting the PDF file in the **Output path** field.



8. Switch to the **Cover Page** tab and change the **Title** of the report to *Online Shop RACI Chart*.



9. Press the **Export** button to export the report into a PDF document. You can now share it with your colleagues.



#### Resources

1. [online\\_shop.vpp](http://online_shop.vpp)

#### Related Links

- [User's Guide: How to generate RACI from EPC Diagram](#)
- [Ad-hoc Report Development with Report Composer](#)

### Watch This Tutorial on YouTube

[How to Generate a RACI Chart for Your Business Process Diagram](#)



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