RACI + Throughput Runbook
Define Roles • Map Decisions • Run Weekly Cadence
Your week-by-week guide to deploying the org design framework in your team — starting this month.

WHAT IS THIS RUNBOOK?

This runbook gives you the exact steps to deploy three proven org design moves in your team over 30 days: define roles, map decisions with a RACI, and launch a short weekly cadence. It is designed to be picked up by a team lead or manager and run immediately — no consultants, no long planning cycles. Each week builds on the last. By Day 30, your team will have fewer interruptions, faster delivery, and a repeatable rhythm you can run every month.

RACI QUICK REFERENCE — Know the roles before you map them

ROLE	WHAT IT MEANS	HOW MANY PER DECISION	COMMON MISTAKE
R	Responsible — does the work	One or more	*Too many R's = no one owns it*
A	Accountable — makes the final call	Exactly ONE	*Multiple A's create conflict and stalling*
C	Consulted — input before decision	As needed	*Too many C's slow everything down*
I	Informed — notified after decision	As needed	*Forgetting I's creates trust issues*

WEEK 1 — DEFINE ROLES
Map every function to one accountable person.

- ☐ List every major function or workstream your team is responsible for.
  - → *If you cannot name one person, the role is not yet defined clearly enough.*
- ☐ For each function, name ONE person who is accountable — not a team, not two people.
  - → *Shared accountability is no accountability — resolve every conflict now.*
- ☐ Identify any gaps: functions with no clear owner, or multiple owners.
  - → *This is not an org chart. It is an ownership map.*
- ☐ Share the draft with your team and invite corrections. Clarity beats hierarchy.
  - → *Expect pushback. Ambiguity is comfortable. Clarity is the goal.*
- ☐ Document the final role map. One page maximum.
  - → *A table with Name / Function / Key Decisions Owned is all you need.*

👤 OWNER NOTE: Team Lead or Manager. This does NOT require HR or executive sign-off to begin.

WEEK 2 — MAP YOUR RACI
Make your 5–7 most critical decisions visible.

- ☐ Identify the 5–7 decisions that stall most often or create the most rework.
  - → *Start with decisions that already cause problems. Those are your highest-priority rows.*
- ☐ For each decision, assign R (Responsible), A (Accountable), C (Consulted), I (Informed).
  - → *If everyone is A, no one is A. If no one is A, nothing will get decided.*
- ☐ Confirm there is exactly ONE Accountable person per decision.

→ C's should be consulted before a decision, not after — this is where most RACIs break.

☐ Review the RACI with your team. Surface disagreements and resolve them.
→ Disagreement during the review is healthy — it means you're surfacing real conflicts.

☐ Post the RACI somewhere everyone can see it — shared drive, Notion, Teams, whiteboard.
→ Visible = accountable. A RACI that lives in one person's email is not a RACI.

👤 **OWNER NOTE: Team Lead maps the first draft. Team reviews and confirms. One revision cycle maximum.**

WEEK 3

LAUNCH WEEKLY CADENCE
Start your 30-minute blocker review.

☐ Schedule a recurring 30-minute weekly meeting — same time, same day, every week.
→ Tuesday or Wednesday morning works best — early enough to unblock the week.

☐ Share the agenda below with your team BEFORE the first session.
→ The agenda is the structure. Protect the 30 minutes like a client meeting.

☐ Run your first session using the agenda exactly as written. No improvising yet.
→ First sessions feel awkward. Run it anyway. Consistency builds the habit.

☐ After the session, log all unresolved blockers with an owner and a resolution date.
→ The parking lot is not a graveyard — every item needs an owner and a date.

☐ Send a brief recap to the team within 24 hours of the meeting.
→ Recaps build accountability culture. Keep them to 5 bullet points maximum.

👤 **OWNER NOTE: Team Lead facilitates the first 4 sessions. Then rotate facilitation to build team ownership.**

WEEK 4

MEASURE AND DECIDE
Assess results and lock in the habit.

☐ Review your success metrics (see below) against your Week 1 baselines.
→ If metrics improved even slightly, the framework is working. Build on it.

☐ Ask your team: What is working? What is still unclear? What should we adjust?
→ Anonymous pulse check gets more honest answers than open discussion.

☐ Update your RACI if any decisions were made inconsistently during the month.
→ A RACI is a living document — updating it is a sign of maturity, not failure.

☐ Decide: Continue as-is / Adjust the cadence / Expand to more decision areas.
→ If it worked for your team, propose expanding it to adjacent teams.

☐ Document what you learned. Share it with your manager or leadership team.
→ This is your case study. Document it now while it is fresh.

👤 **OWNER NOTE: Team Lead reviews with team. Brief upward report to manager or stakeholder recommended.**

THE 30-MINUTE BLOCKER REVIEW — MEETING AGENDA

TIME	ACTIVITY	WHO RUNS IT	OUTCOME
0:00–0:05	Check-in: What is the #1 blocker on your plate right now?	Facilitator	*Everyone is present and focused*
0:05–0:20	Blocker round-robin: Each person names their top blocker. No problem-solving yet.	Facilitator	*Full picture of team blockers*
0:20–0:28	Triage: Which 1–2 blockers can be resolved in this meeting?	Team + Owner	*Decisions made, owners assigned*
0:28–0:30	Parking lot: Log anything unresolved. Assign follow-up owner and date.	Facilitator	*Nothing falls through the cracks*

SUCCESS METRICS — WHAT GOOD LOOKS LIKE AT DAY 30

Decisions per week resolved without escalation	*Baseline week 1 → target +40% by week 4*
Average time from blocker identified to resolved	*Baseline week 1 → target cut in half by week 4*
Team clarity score (1–5 self-report)	*Ask team end of week 1 and end of week 4*
Rework incidents per week	*Baseline week 1 → target reduction by week 4*

💡 *Companion Tools: This runbook works best alongside the From Friction to Flow one-pager (framework overview) and the RACI Decision Matrix template (Excel). Download the full toolkit at iwillassistyou.net.*

WANT HELP DEPLOYING THIS IN YOUR TEAM?

Book a POWER Breakthrough Session — a focused 1:1 where we customize this runbook for your organization and get your first weekly cadence on the calendar.

iwillassistyou.net/powerbreakthrough

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