**RACI CHART**

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| --- | --- |
| **Project Name:** | Construction of Sunrise Corporate Office – 5 Floors |
| **Project Manager:** | Ahmed Khalil, PMP |
| **Customer:** | Sunrise Technologies Ltd. |
| **Date Prepared:** | August 11, 2025 |
| **Document Version:** | 1.0 |
| **Template Type:** | Construction Project Roles & Responsibilities |

# Project Context

This RACI Chart defines roles and responsibilities for the Sunrise Corporate Office Building construction project. It clarifies accountability for the 35-member team across all major construction phases and deliverables.

# RACI Chart Matrix

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Tasks/Deliverables** | **Project Manager** | **Construction Manager** | **Lead Architect** | **MEP Manager** | **Safety Manager** | **Quality Manager** | **Site Engineer** | **Project Sponsor** | **PMO Director** |
| Project Charter Approval | R | I | I |  |  |  |  | A | C |
| Design Finalization | A | C | R | C |  | C |  | I | I |
| Permit Applications | A | C | R | C |  |  |  | I | I |
| Site Mobilization | A | R | C | I | C | I | C | I | I |
| Foundation Excavation | A | R | C |  | C | C | R | I | I |
| Structural Frame Construction | A | R | C |  | C | C | R | I | I |
| MEP Rough Installation | A | C | C | R | C | C | C | I | I |
| Building Envelope | A | R | C | I | C | C | R | I | I |
| MEP Final Installation | A | C | C | R | C | C | C | I | I |
| Interior Finishes | A | R | R | C | C | C | R | I | I |
| Safety Inspections | A | C | I | C | R | C | C | I | I |
| Quality Testing | A | C | C | C | C | R | C | I | I |
| Municipal Inspections | A | C | C | C | C | C | C | I | I |
| LEED Documentation | A | C | C | C | C | C | C | I | I |
| Furniture Installation | A | R | C |  | C | C | R | I | I |
| Systems Commissioning | A | C | C | R | C | C | C | I | I |
| Final Walkthrough | A | R | R | C | C | R | C | C | I |
| Handover Documentation | R | C | C | C | C | C | C | A | I |
| Project Closure | R | I | I | I | I | I | I | A | C |
| Budget Management | R | C | I | I | I | I | I | A | C |
| Risk Management | R | C | C | C | C | C | C | C | I |
| Stakeholder Communication | R | C | I | I | I | I | I | C | I |
| Schedule Management | R | C | C | C | C | C | C | C | I |
| Change Control | R | C | C | C | C | C | C | A | C |
| Contractor Management | A | R | C | C | C | C | C | C | I |
| Material Procurement | A | R | C | C | C | C | C | I | I |
| Progress Reporting | R | C | I | I | C | C | C | I | C |
| Site Security | A | R | I |  | C | I | C | I | I |
| Waste Management | A | R | C | C | R | C | C | I | I |
| Final Cleaning | A | R | I |  | C | C | R | I | I |

# Role Definitions & Key Responsibilities

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| --- | --- | --- |
| **Role** | **Primary Accountabilities** | **Key Responsibilities** |
| Project Manager (Ahmed Khalil) | Overall project success, schedule, budget, stakeholders | Project planning, team coordination, risk management, communication |
| Construction Manager (Tarek Hassan) | Site operations, construction quality, contractor coordination | Daily site management, safety oversight, construction sequencing |
| Lead Architect (Dina Farouk) | Design integrity, aesthetic standards, design changes | Design reviews, client interface, change control, permits |
| MEP Manager (Omar Mostafa) | MEP systems installation and commissioning | MEP coordination, contractor management, systems testing |
| Safety Manager (Noha Ibrahim) | Zero incidents, safety compliance, training | Safety inspections, incident prevention, regulatory compliance |
| Quality Manager (Youssef Nabil) | Quality standards, testing, defect prevention | Quality audits, testing oversight, non-conformance management |
| Site Engineer (Hossam Reda) | Daily site operations, technical coordination | Construction supervision, progress monitoring, problem solving |
| Project Sponsor (Sara Ali) | Strategic decisions, resource authorization, final approvals | Executive oversight, major decision authority, stakeholder relations |
| PMO Director (Mahmoud El-Sayed) | PMO compliance, methodology, portfolio alignment | Process oversight, best practices, governance compliance |

# RACI Validation Checklist

✓ Each task has exactly one person marked as Accountable (A)

✓ Each task has at least one person marked as Responsible (R)

✓ Consulted (C) roles include only those who must provide input

✓ Informed (I) roles include only those who need to know outcomes

✓ No individual is overloaded with R or A assignments

✓ All team members understand their roles for each task

✓ Chart covers all major construction tasks and deliverables

✓ External stakeholders (municipality, contractors) appropriately included

# Decision Authority Matrix

Financial Decisions:

• Project Manager: Up to $10,000

• Construction Manager: Up to $5,000 for site operations

• Project Sponsor: Above $10,000 and all major changes

Technical Decisions:

• Lead Architect: Design and aesthetic decisions

• MEP Manager: All MEP system decisions

• Safety Manager: All safety-related decisions

• Quality Manager: Quality standards and testing protocols

Operational Decisions:

• Construction Manager: Site operations, workflow, resources

• Site Engineer: Daily technical coordination

• Project Manager: Cross-functional coordination and escalation

# Communication Protocols

Responsible (R) individuals must:

• Execute the task and deliver the output

• Communicate progress to Accountable person

• Escalate issues that affect delivery

Accountable (A) individuals must:

• Ensure task completion to required standard

• Make final decisions and approvals

• Be available for escalation and guidance

Consulted (C) individuals must:

• Provide input when requested

• Respond within agreed timeframes

• Offer expertise and recommendations

Informed (I) individuals will:

• Receive updates on progress and completion

• Be notified of any changes or issues

• Have access to relevant documentation

# RACI Chart Maintenance

Chart prepared by: Ahmed Khalil, Project Manager - August 12, 2025

Reviewed by team: August 15, 2025 (Team Charter meeting)

Approved by: Eng. Sara Ali, Project Sponsor - August 20, 2025

Next review date: October 15, 2025

Review triggers: Team changes, scope modifications, new major tasks

Version: 1.0

Distribution: All core team members, key stakeholders

*Sunrise Corporate Office Building Construction - RACI Chart v1.0*