

THE RACI

APPROACH TO VIRTUAL INSTRUCTOR-LED TRAINING

As L&D leaders look for ways to cut costs, increase capacity, and/or lead remote workforces, many end up selecting the versatile and affordable vILT. For those wanting to convert traditional classroom content to a virtual format, a RACI chart offers structure and clarity.

RACI is a project management tool that stands for Responsible, Accountable, Consulted, and Informed. This matrix-like tool lists tasks on one axis and roles on the other. Within the resulting grid, users list R, A, C, or I to show each person's role on a task.

See an example of a RACI chart to the right.

	ROLE 1:	ROLE 2:	ROLE 3:	ROLE 4:
TASK 1	C	R	A	I
TASK 2	R	C	I	I
TASK 3	R	C	A	I
TASK 4	I	A	R	C

WHEN USING RACI WITH vILT, SPECIFIC TASKS MAY INCLUDE:

- ➔ Reviewing existing content
- ➔ Creating meaningful virtual experiences
- ➔ Determining tech requirements
- ➔ Developing the wireframes
- ➔ Optimizing design for learner engagement



Select the appropriate letters for each task and role with the info below.

R RESPONSIBLE

Who will complete each task in the vILT conversion?

POTENTIAL ROLES:

- Instructional Designer
- Content Coordinator
- Graphic Designer
- Project Manager
- Instructor
- Ardent Learning Advisor

You may assign more than one responsible role to each task.

A ACCOUNTABLE

Who will sign off on each task before you move forward?

POTENTIAL DECISION-MAKERS:

- Project Manager
- L&D Lead
- Creative Director
- Chief Human Resources Officer

You will only assign one accountable role to each task.

C CONSULTED

Who will speak to the impact of each individual task?

POTENTIAL CONSULTANTS:

- Subject Matter Experts
- Learners
- Technology Lead
- Ardent Learning Advisor

You may assign more than one consulted role to each task.

I INFORMED

Who must be kept up to date on progress of the vILT project?

POTENTIAL STAKEHOLDERS:

- VP of Customer Service (or any business unit planning to utilize the vILT)
- Chief Human Resources Officer
- Executive Team
- President/CEO

You may assign more than one informed role to each task



Virtual Instructor-led Training can be a cost-effective, immersive learning experience for businesses. Content may focus on sales outcomes, customer service excellence, brand pillars, or any other subject matter that benefits the bottom line and increases employee engagement.

For help setting up a vILT, reach out to an Ardent Learning advisor today at [585.454.1240](tel:585.454.1240).

