

Activity	Due Date	Responsible	Accountable	Consulted	Informed	
<b>Committee Governance</b>						
COPP Orientation	September 2021	Bryan	Bryan	COPP Members		
<b>Communication and Outreach</b>						
Public Policy Agenda Finalized and	10/1/2021	Krista	Council	COPP Members		
Legislative Agenda Finalized and to	November 2021	Bryan	Council	IPWG		
Review the Communications Plan	Feb. 2022	Brad	Bryan and Krista	COPP Members		
<b>Advocacy in General</b>						
American Archives Month - Help	10/1/2021	Bryan	Rachel Seale (COPA)	COPA	SAA Membership	
Develop Advocacy Plan for Small	9/15/2021	Bryan	Council	Eira		
State,Local,Federal FOI Statements	Feb. 2022	Brad	Council			
terms of How to go Forward with	Aug. 2022	Gina				
<b>Federal Legislative Advocacy</b>						
Judiciary Records Brief into Policy	August 2022	Jess				
<b>For 2022-2023</b>						
<a href="https://en.wikipedia.org/wiki/Responsibility_assignment_matrix#Key_responsibility_roles_in_RACI_model">https://en.wikipedia.org/wiki/Responsibility_assignment_matrix#Key_responsibility_roles_in_RACI_model</a>						

There is a distinction between a role and individually identified people: a role is a descriptor of an associated set of tasks; may be performed by many people; and one person can perform many roles.

<b>R</b>	Responsible (also Recommender): Those who do the work to complete the task. There is at least one role with a participation type of responsible, although others can be delegated to assist in the work required.
<b>A</b>	Accountable (also Approver or final approving authority): The one ultimately answerable for the correct and thorough completion of the deliverable or task, the one who ensures the prerequisites of the task are met and who delegates the work to those responsible. In other words, an accountable must sign off (approve) work that responsible provides. There must be only one accountable specified for each task or deliverable.
<b>C</b>	Consulted (sometimes Consultant or counsel): Those whose opinions are sought, typically subject matter experts; and with whom there is two-way communication.
<b>I</b>	Informed (also Informee): Those who are kept up-to-date on progress, often only on completion of the task or deliverable; and with whom there is just one-way communication