

INTERCULTURAL NEGOTIATION AND DECISIONS

THE DACI FRAMEWORK

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DECISION MAKING

- The DACI framework originated as a variant of the RACI responsibility assignment matrix.
- It is a simple model to facilitate decision-making on any project.
- Unplanned as well as planned initiatives.
- Pushes decision-making down to the lowest level appropriate in the organization.

**<https://www.productplan.com/glossary/daci/>



Roles and Responsibilities

DRIVER

This person does not have approval authority (that belongs to the Approver), but serves more as a project manager or leader. A Driver, for example, will schedule and run project meetings, gather and distribute ideas, assign tasks, and track the team's progress.

APPROVER

The Approver is the person in the DACI model who has the final say on a given aspect of the project.

A project might have more than one Approver—for example, the company's two co-founders—but because the DACI model is designed for speedy decision making, the fewer Approvers, the better.

CONTRIBUTORS

These are the people in the organization who may be consulted for their opinions, expertise, or unique vantage points to help with project decisions.

INFORMED

These are people across the organization who are not directly involved in the project, and who have no authority over the team's decisions, but who want or need to be updated on the project's progress because it might affect their own work.



HOW IS THE DACI MODEL USED TO MAKE GROUP DECISIONS?

Step 1: Break the project into tasks, and assign each a Driver.

Step 2: Assign both Approvers and Contributors to each task.

Step 3: Define the actual workflow.

It can help teams complete complex projects more **efficiently and quickly**, by bringing a clear and definitive process to group decisions.

EXAMPLE

Here's a DACI project management example that clarifies the roles of different teams or departments:

Decisions Affecting Board				
	Driver	Approver	Contributor	Informed
Setting meeting agenda	President	President	Board members	Board members
Change in meeting time/location	President	Board members	Board members	Board members
Scheduling special meeting	Any Board member	20% of Board members	Board members	Board members
Appoint Board committees		Board majority		Board members

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Thank you!