

## **ABSTRACT**

*PT XYZ is one of the contractors that makes fiber optic ducting. The project currently being implemented by PT XYZ is a Phase III fiber optic distribution project located at Summarecon Bandung. In the case that occurred by PT XYZ in carrying out its project, what happened to the phase-III area of the optical fiber ducting project, one of which was in making a list of activities on the ongoing project and the absence of a business process on the project. The list of activities used to carry out the project is still manual, so the project team involved in the activity cannot work and have their respective responsibilities. RACI is a technical method and tool for creating matrix planning used in project assignments. RACI consists of four variables, namely Responsibility, Assignment, Consulted, and Informed which if applied to the project team and understand it will provide benefits for running the ongoing project. List of activities designed by PT. XYZ is then mapped with the RACI matrix to determine the duties and responsibilities of each project team involved. Then the output of the RACI matrix is the standby and responsibility of each project team.*

*Keywords: RACI Matrix, Plan Resource Management, Business Process*