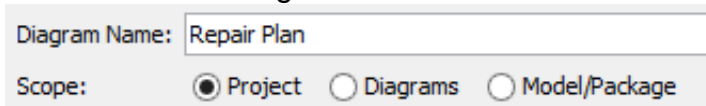

How to create an RACI chart

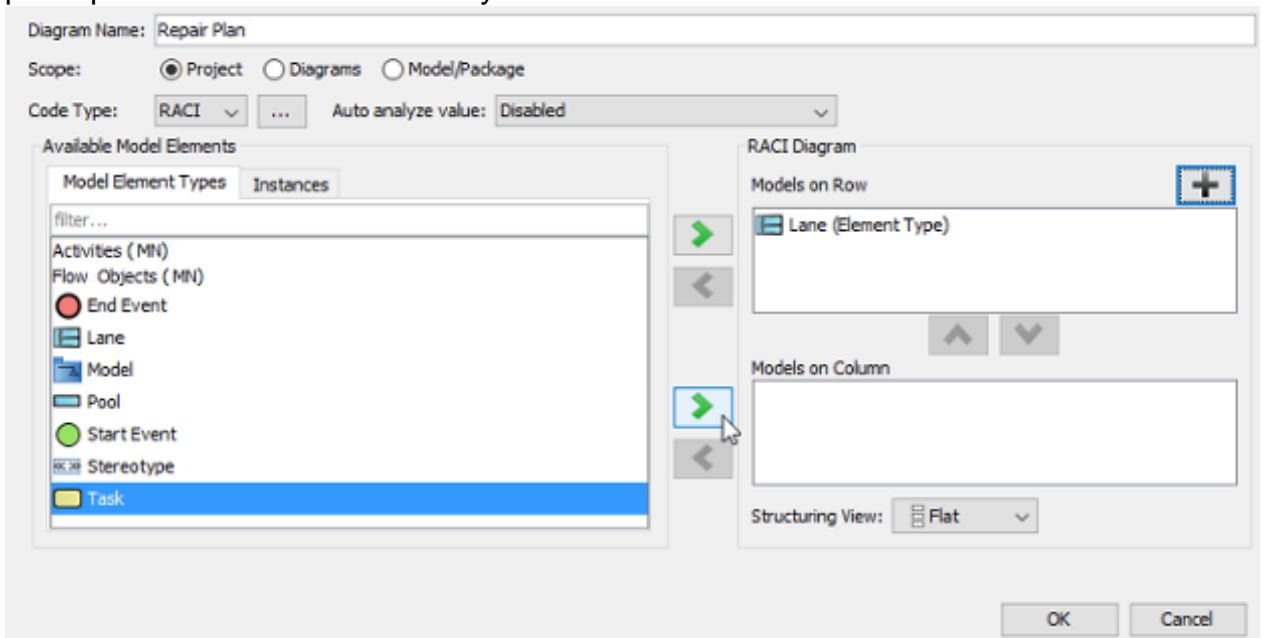
Visual Paradigm enables you to build a chart. In addition to the built-in RACI chart available for general purposes, you can define your own type of chart for problem-specific purposes. In this page, you can learn how to develop a chart, define color for roles and define a new code type.

Developing a chart

1. Select **Modeling > Import Analysis > Chart** from the toolbar.
2. Name the chart diagram.

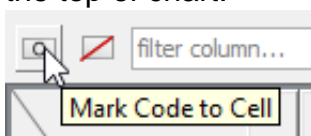


3. Select a model element type for row and column respectively to identify which participant is involved in an activity.

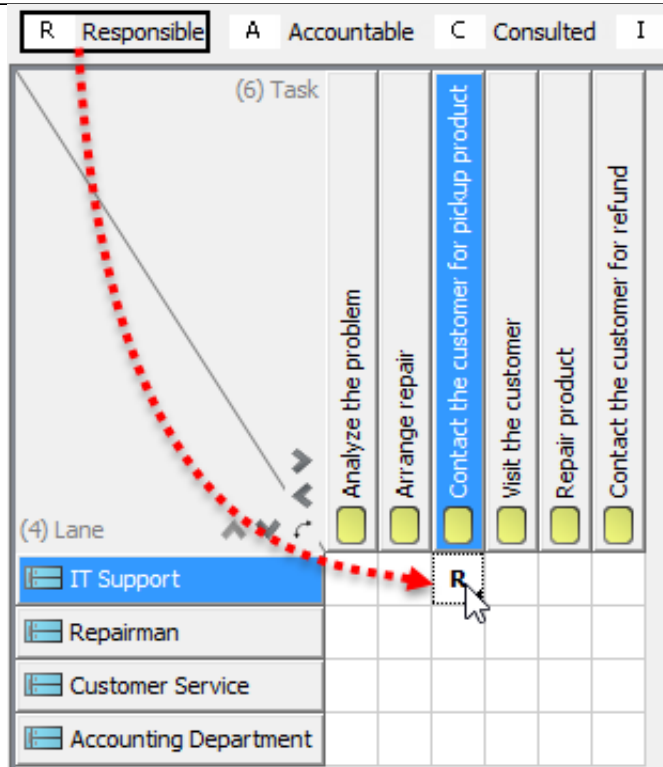


Note: The choice of model element types will be in accordance with your existing model elements in the same project.

4. Select the **Structuring View**. The **Flat** view lists elements at single level, while the directory view lists elements in a hierarchy, following their placement in model structure.
5. Click **OK** button.
6. You can then assign the role to participant(s) by clicking **Mark Code to Cell** button on the top of chart.



7. When the roles reveal, click the target role and select the target cell to assignment.

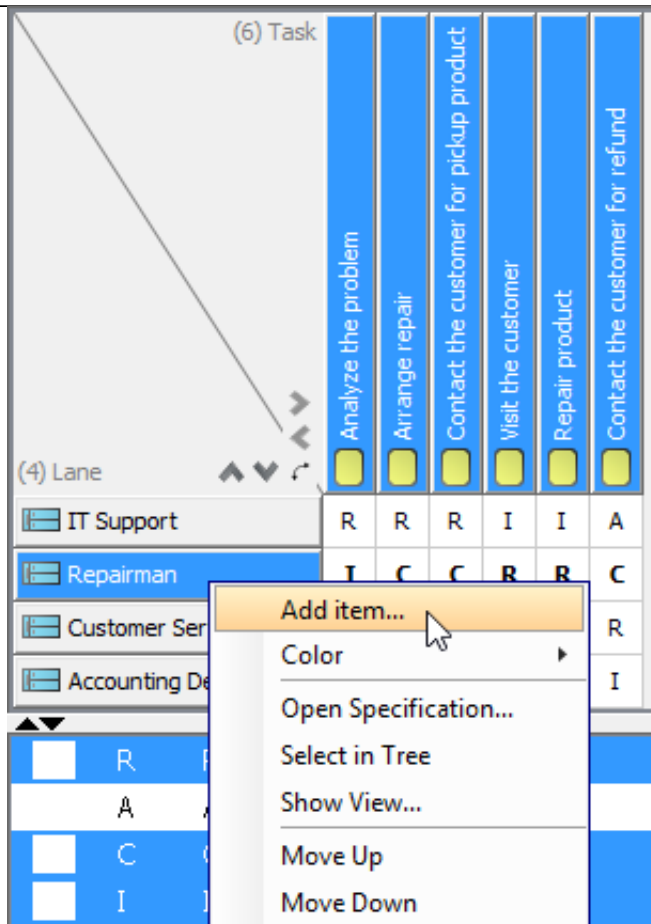


Adding an item

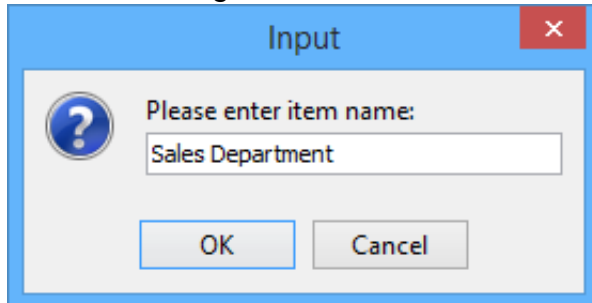
Apart from selecting the existing model elements on chart, you can also create objects without model view. Those objects will have the similar properties with model elements that you can assign role to them.

To create an item without model view:

1. Right click on a model element where you want to insert an item in front of that model element and select **Add item...** from the pop-up menu.



2. Enter name for new item in the pop-up **Input** dialog box. Click **OK** button to confirm and close the dialog box.



As a result, the newly created item is shown.

filter column...

filter row...

Filter code...

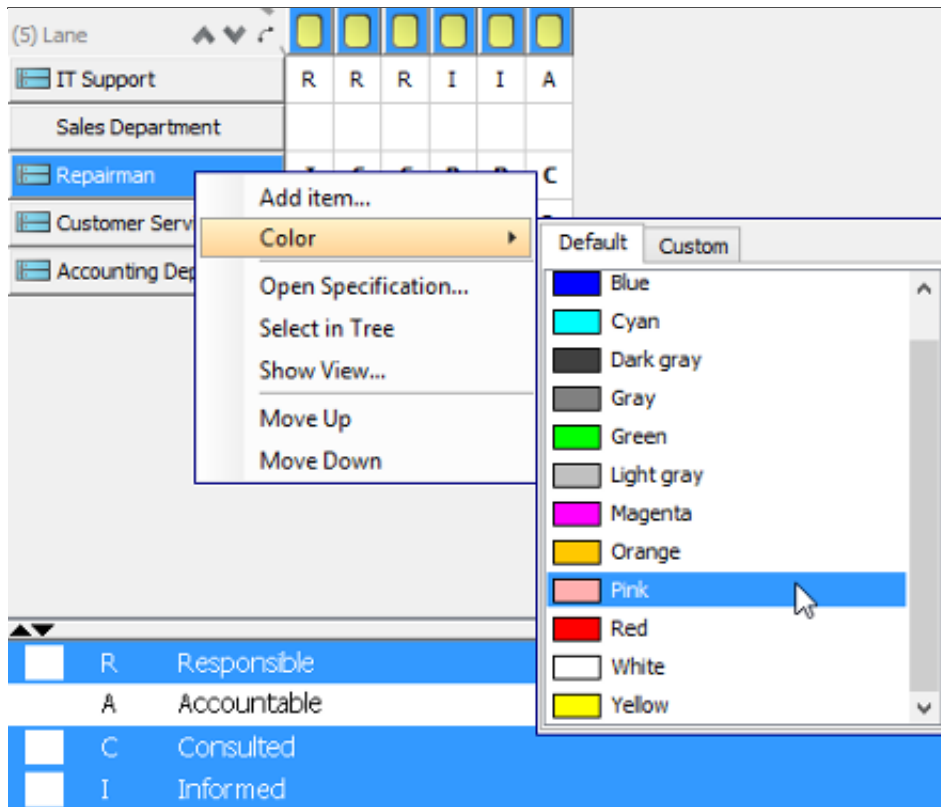
(6) Task	Analyze the problem	Arrange repair	Contact the customer for pickup product	Visit the customer	Repair product	Contact the customer for refund
(5) Lane						
IT Support	R	R	R	I	I	A
Sales Department						
Repairman	I	C	C	R	R	C
Customer Service	A	A	A	A	A	R
Accounting Department						I

Specifying background color for column/ row

The background color of columns and rows are white by default. You can specify background color for the entire columns/ rows by right clicking on the target row/ column and then selecting color for it.

To set background color for column/ row:

Right click on the target row/ column and select **Color** > [target color] from the pop-up menu. You can select a color from either **Default** category or **Custom** category.



As a result, the background color for selected row/ column is set.

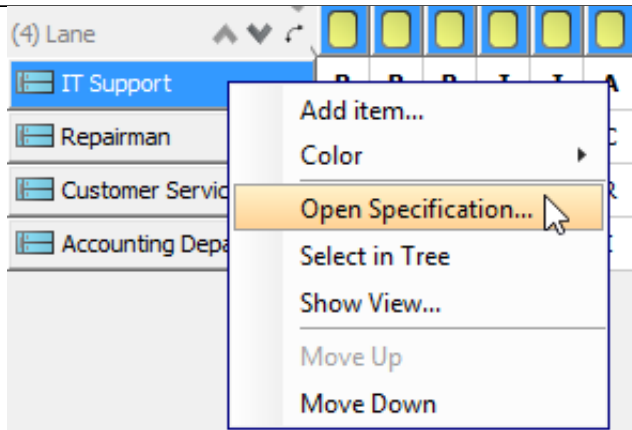
(5) Lane						
IT Support	R	R	R	I	I	A
Sales Department						
Repairman	I	C	C	R	R	C
Customer Service	A	A	A	A	A	R
Accounting Department						I

Opening model element's specification

You can view and specify the properties of model elements by opening their specification dialog box.

To open a model element's specification:

1. Right click on the target model element and select **Open Specification...** from the pop-up menu.

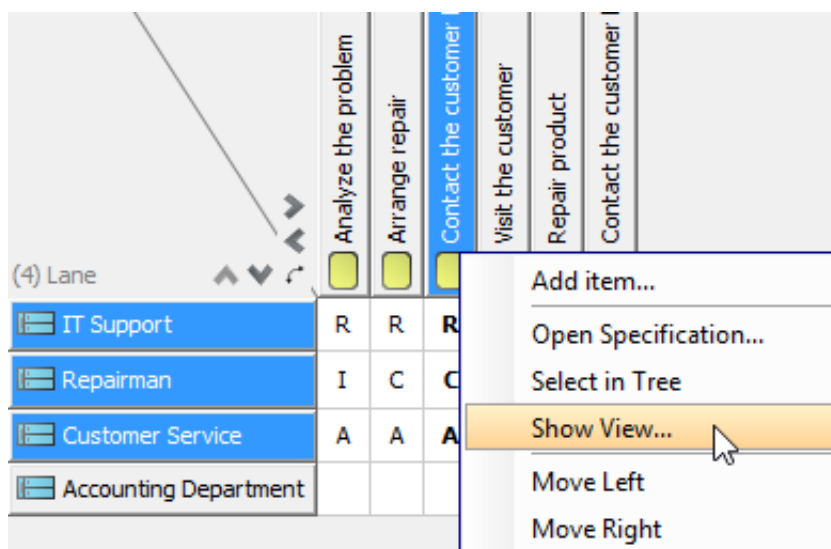


2. In specification dialog box, specify its properties, for example, description, references, tagged values and comments. Click **OK** button.

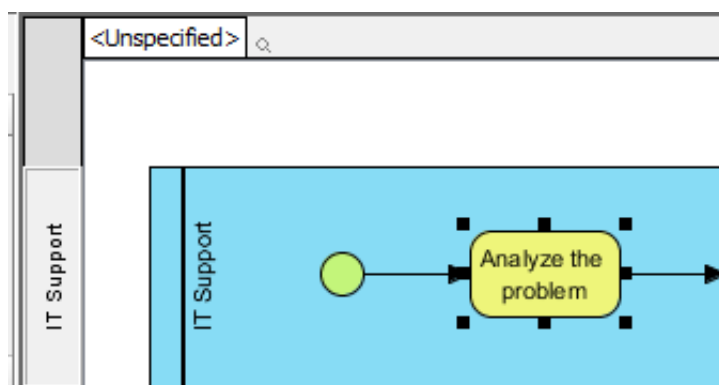
Showing the view of model element

When reading the chart, you may want to view the model element on its source diagram.

You can view the model element by right clicking on the target model element and selecting **Show View...** from the pop-up menu.



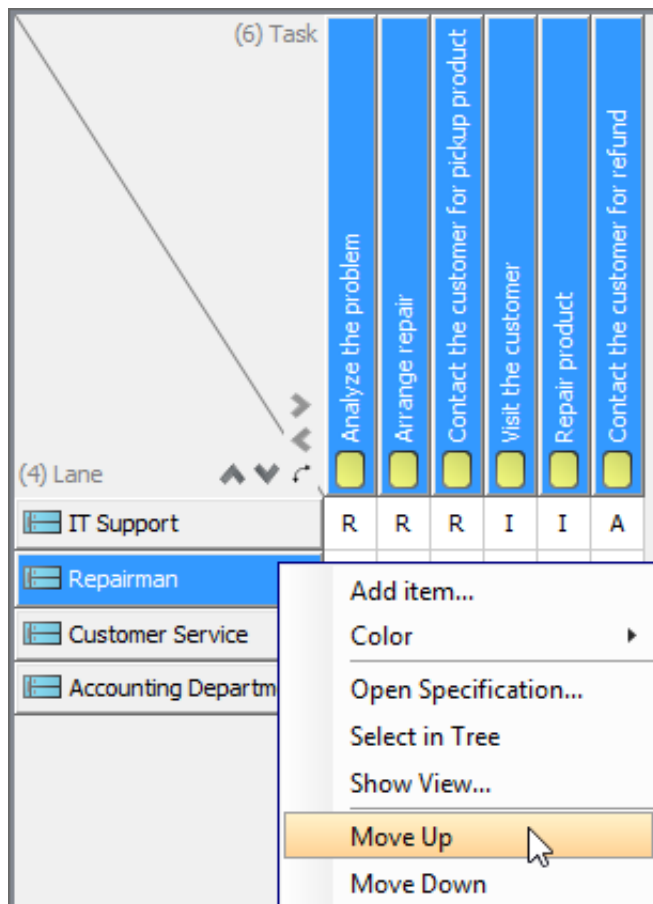
As a result, the view of model element is selected on the diagram.



Reordering row/ column

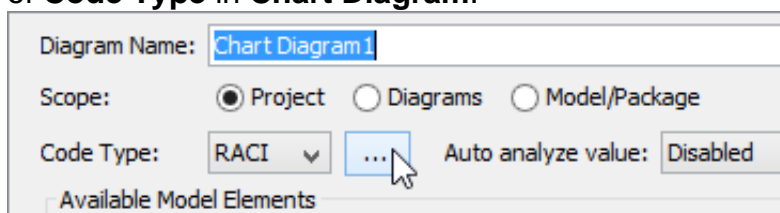
You can arrange the order of model elements with your preference.

Right click on target row/ column and select **Move up** or **Move Down** from the pop-up menu.

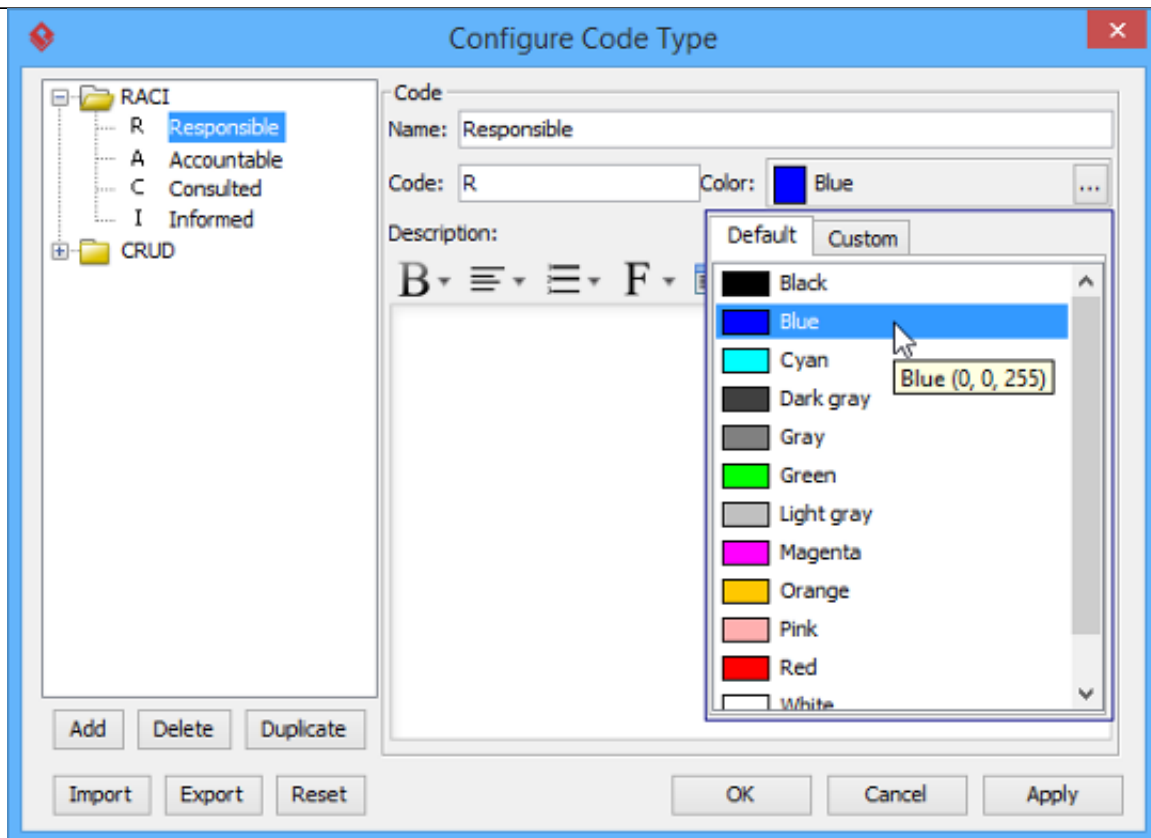


Defining color for roles

1. To define a color for roles, you can modify the existing code type by clicking the ... button of **Code Type** in **Chart Diagram**.



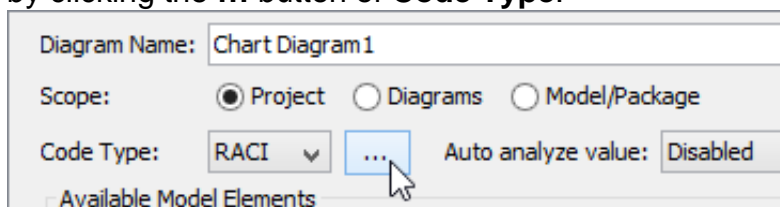
2. To define a color for a role, click the target role you want to change its color on the left, click the ... button next to **Color** and select a color from the pop-up menu.



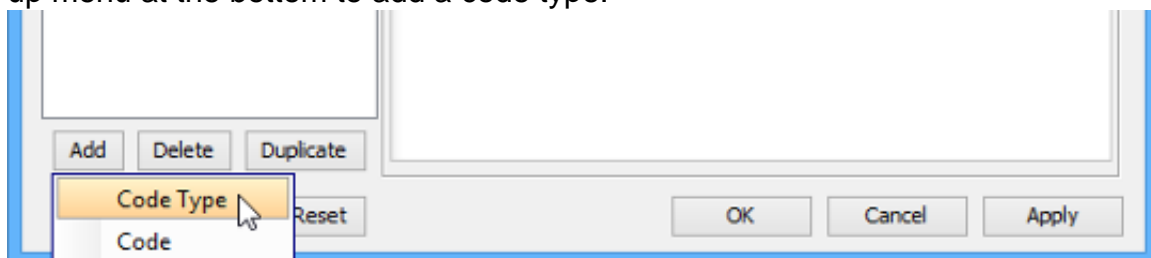
3. Click **OK** button.

Defining a new code type

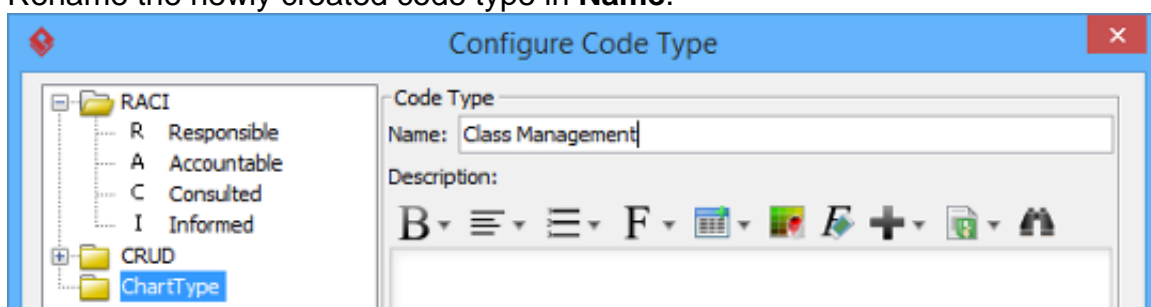
1. In **Chart Diagram**, apart from the built-in code type, you can configure a new code type by clicking the ... button of **Code Type**.



2. In the pop-up **Configure Code Type** dialog box, select **Add > Code Type** from the pop-up menu at the bottom to add a code type.

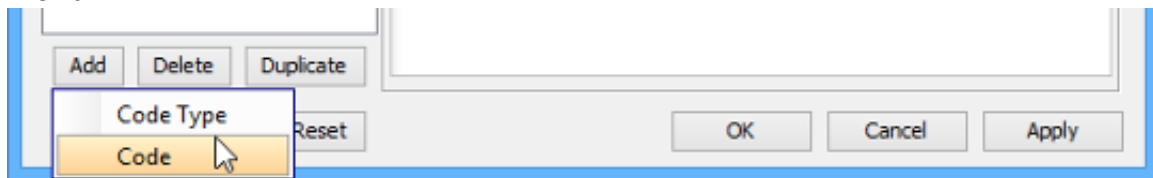


3. Rename the newly created code type in **Name**.

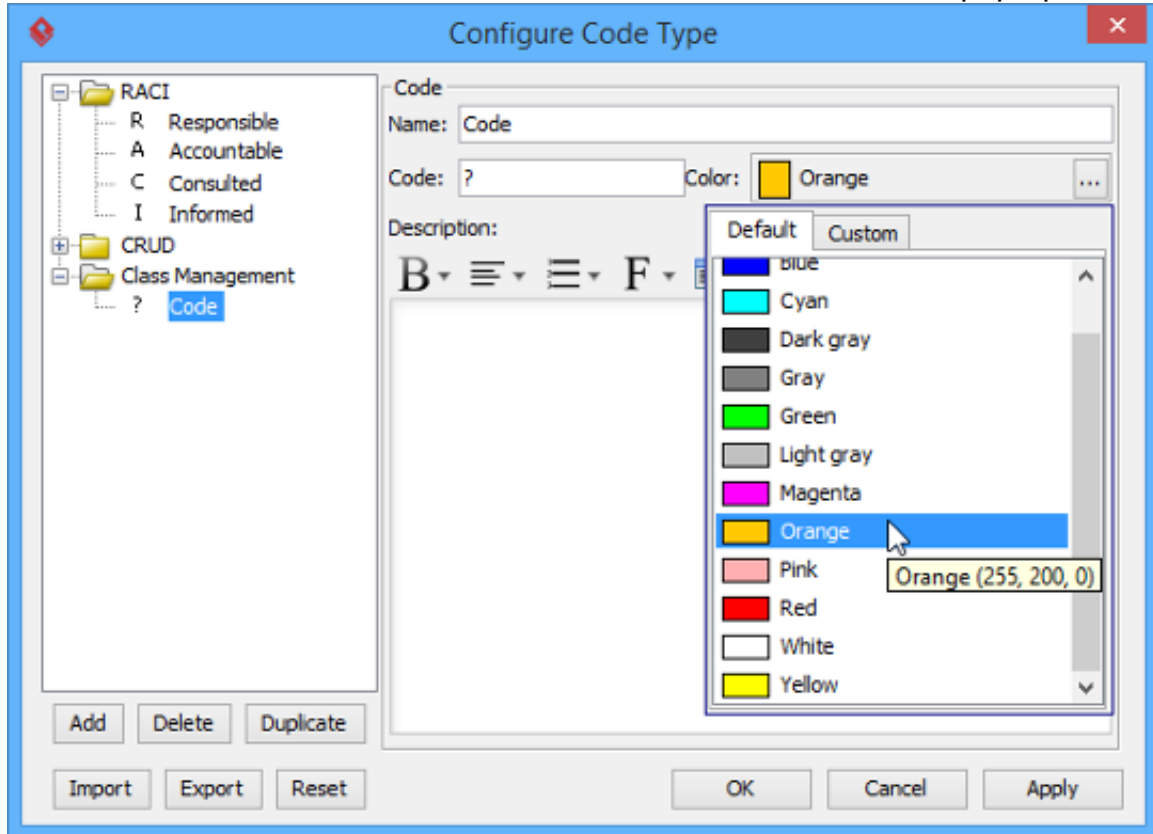


4. To configure the roles under the new code type, select **Add > Code** from the pop-up

menu.



5. Enter the name of the code in **Name** and a letter which presents the code in **Code**. Click the ... button next to **Color** and select a color for the code from the pop-up menu.



6. Click **OK** button.
7. The chart type you created previously is currently available from the combo box of **Code Type**. Select it from the combo box of **Code Type**.

