

# Continuous Improvement Toolkit

## RAID Log





# - RAID Log

- ❑ A project management tool.
- ❑ Used to store several project information in one place.
- ❑ Serves as a central repository for all **Risks**, **Assumptions**, **Issues** and **Dependencies**.
- ❑ Allows keeping track of everything happening in your project.
- ❑ Useful document in regular project meetings and for audit purposes.



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## Benefits:

- ❑ Keeps your project organized and on track.
- ❑ Makes the information easier to store and retrieve.
- ❑ Gives confidence to all project stakeholders that the project is under control and being monitored.
- ❑ Allows to engage with upper management and ask their help where necessary to mitigate a risk or resolve an issue.



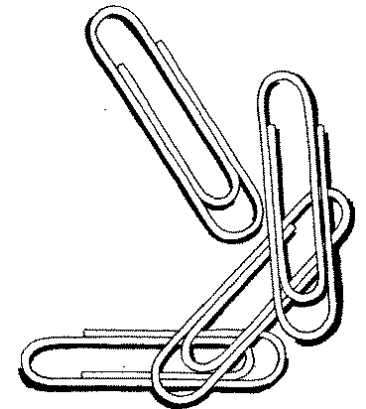
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- ❑ A **Risk** is something that will have a negative impact on the project if it happens.
- ❑ It can lead to quality, delay or cost problems.
- ❑ It refers to the combined likelihood that the event will occur and the impact on the project if it occurs.
- ❑ Risks are often ranked by their **Risk Priority Numbers (RPNs)**.
- ❑ A plan should then be developed to mitigate risks with high RPN.



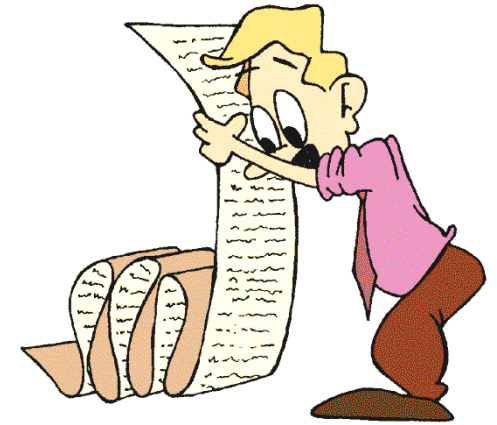
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- ❑ **Assumptions** are those factors that are taken for granted but cannot be guaranteed and may impact the result of the project.
  - E.g. staff availability.
- ❑ Project **Issues** are incidents that cause the project to become out of alignment.
  - They are risks that have already happened.
- ❑ **Dependencies** are those activities which need to start or be completed in order for the project to proceed successfully.



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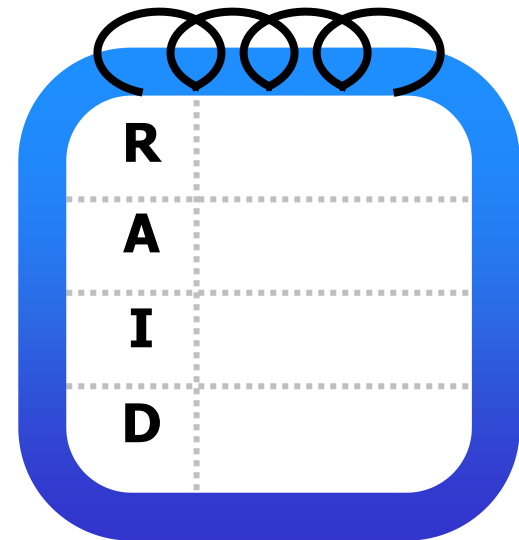
- ❑ A good practice is to create a RAID log at the beginning of each project.
  - Then regularly review and update it as necessary through regular project meetings.
- ❑ The log should drive to take the necessary actions in order to ensure successful implementation of the project.



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## RAID Dashboard:

- ❑ A simple way to summarize all the logging.
- ❑ Allows the project manager to review all relevant information related to a project at a glance.





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## RAID Log Example:

RAID Category	Description	Impact	Owner	Priority
<b>Issue</b>	Vendor master data is outdated			Low
<b>Issue</b>	Absence of procurement policies and procedures			Negligible
<b>Assumption</b>	Complete information is available prior the approval process			Moderate
<b>Risk</b>	Long supply delivery time	Impact on the project schedule		Critical
<b>Assumption</b>	Proper material and service quality inspection			High
<b>Issue</b>	Absence of preventive maintenance plan			Moderate
<b>Risk</b>	Inability to do required maintenance on time	Impact on the project schedule and cost		High

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## RAID Dashboard Example:

Risks	Assumptions	Issues	Dependencies
1 Critical	0 Critical	0 Critical	0 Critical
1 High	1 High	0 High	0 High
0 Moderate	1 Moderate	1 Moderate	0 Moderate
0 Low	0 Low	1 Low	0 Low
0 Negligible	0 Negligible	1 Negligible	0 Negligible
2	2	3	0

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## Further Information:

- ❑ Assumptions and dependencies could later be turned into risks when more time is taken to analyze them.
- ❑ Risks and issues, on the other hand, need to be given more attention and to be dealt with decisively.
- ❑ Assumption analysis verifies the assumptions as they are applied to the project. It identifies inaccuracy, instability, inconsistency, or incompleteness of assumptions.