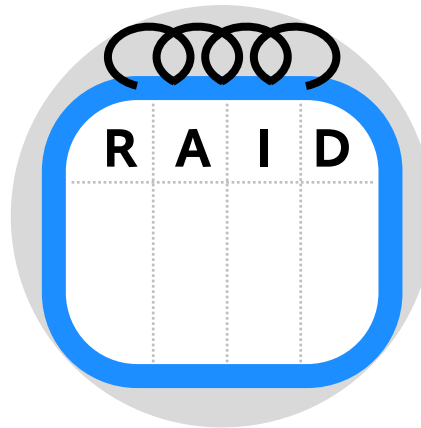


Continuous Improvement Toolkit

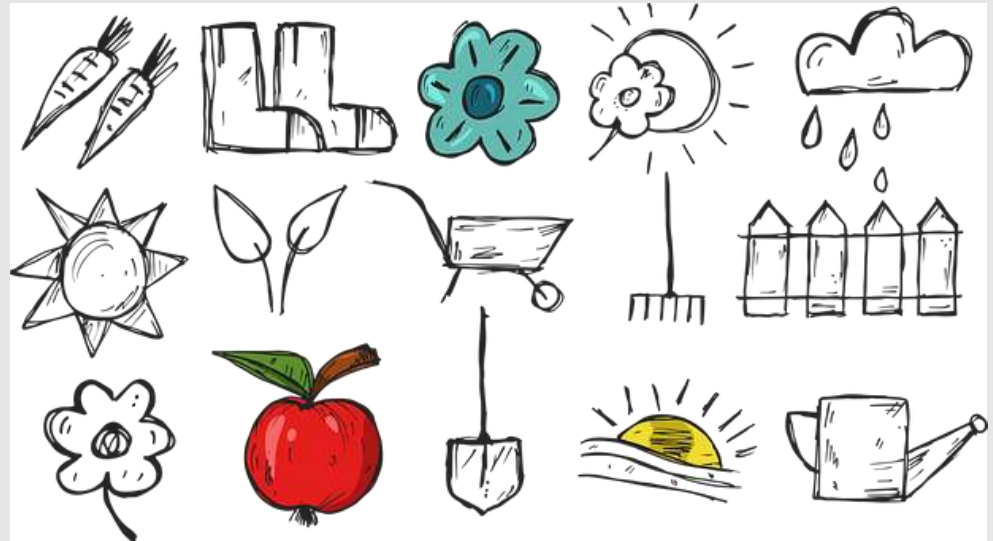
RAID LOG



RAID LOG

In the life cycle of any project, many things may arise along the way which can affect the project's outcome and timeline.

Things like material shortages and issues with suppliers may have a negative impact on your project and may result in failure to produce the project deliverables.



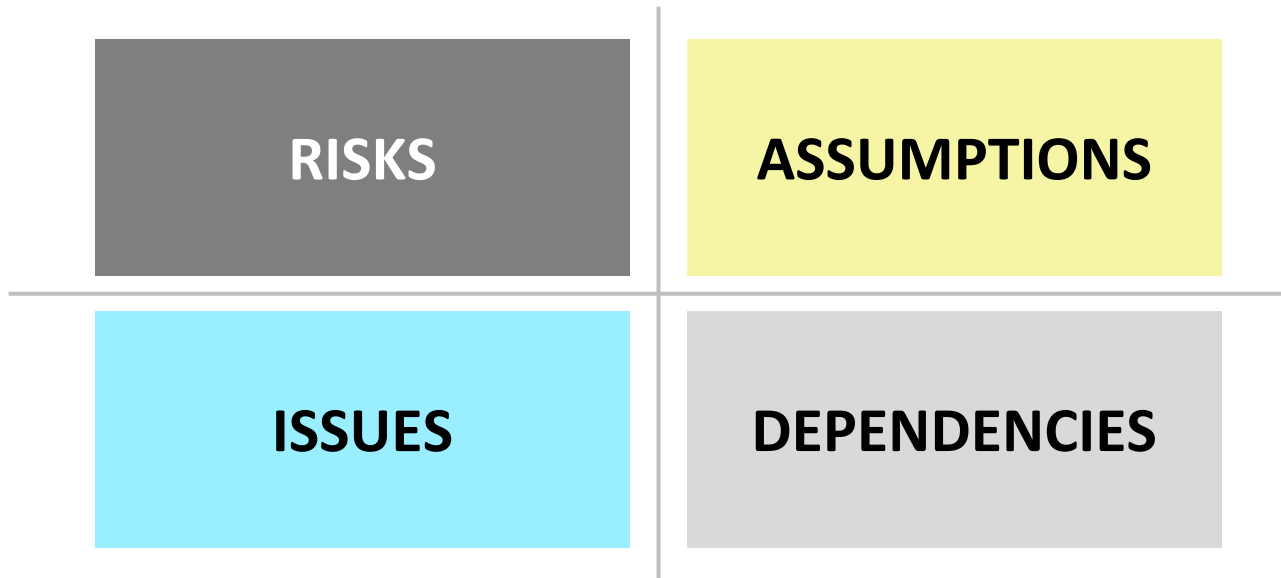
RAID LOG

A **RAID Log** is a project management tool used to store several project information **in one place**.



RAID LOG

It serves as a **central repository** for all . . .



Keeps **track** of everything happening in your project

RAID LOG

BENEFITS

Keeps your project **organized** and on track

Makes the information **easier to store** and retrieve



RAID LOG

BENEFITS

Useful document in regular project meetings and for **audit** purposes

Gives confidence to all project stakeholders that the project is **under control** and being monitored

Allows to **engage with upper management** and ask their support where necessary

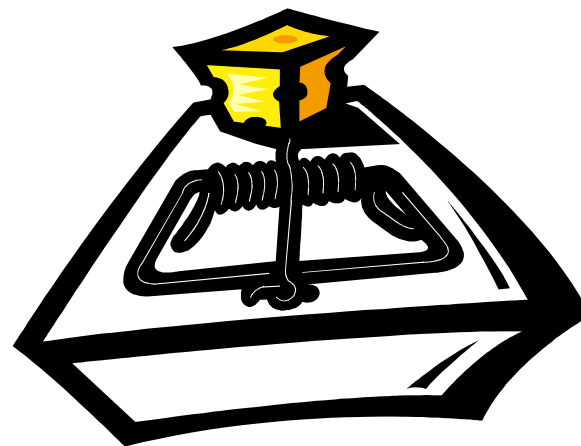
RAID LOG

Risks

A risk is something that will have a **negative impact** on the project if it happens.

Refers to the combined likelihood that an event will occur and the impact on the project if it occurs.

An example of a project risk is a possible shortage in staff that could delay completion of the project.



RAID LOG

R A I D

Risks

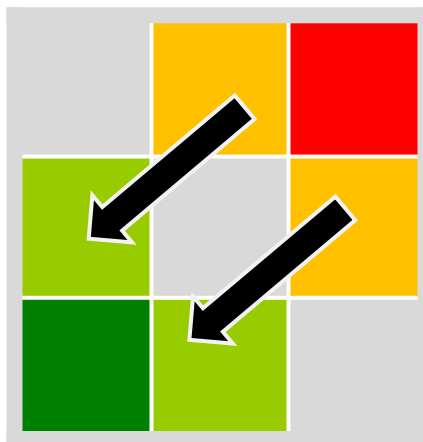
Can lead to quality, delay or cost problems.



RAID LOG

Risks

- ▶ Risks are often ranked by their Risk Priority Numbers (RPNs).
- ▶ A plan should then be developed to mitigate risks with high RPN.



RAID LOG

Assumptions

Events and circumstances which are expected to happen during project life cycle of the project.

Assumptions can turn into risks if they negatively impacts the ability to deliver the project.



RAID LOG

Assumptions - Examples



1. The project team will have access to needed systems and resources.
2. Staff in a particular department will be available for the project all the time.

RAID LOG

Assumptions – Assumptions Analysis

Allows questioning the assumptions

Helps discover problematic assumptions



RAID LOG

Issues

Unanticipated **incidents** that cause the project to become out of alignment.

Occur during the life cycle
of the project

Affect the project's set
goals, cost or schedule

They are risks that have
already happened



RAID LOG

Issues - Example

A security breach that resulted in an unauthorized access of data or loss of valuable data.

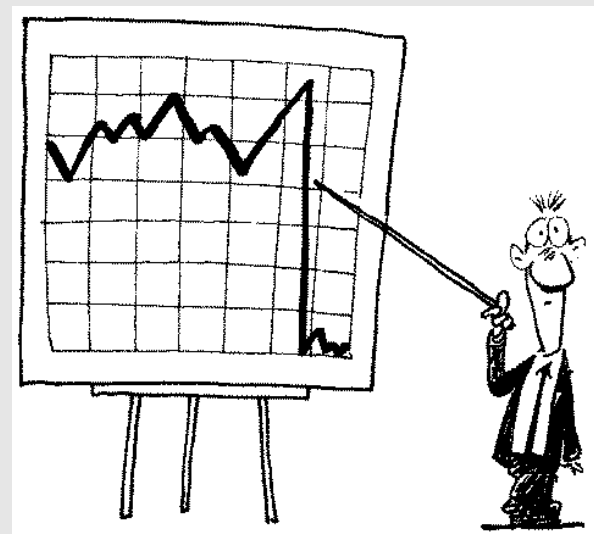


RAID LOG

Issues

When issues arise, you should be ready to deal with them, otherwise they may result in a poor delivery of the project, or even failure.

Monitor issues from start to resolution.

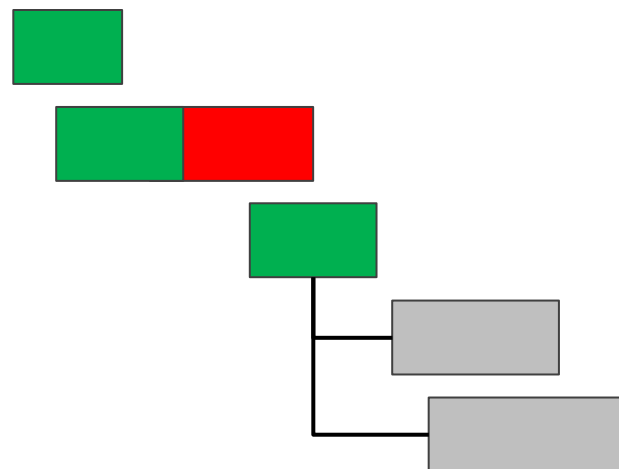


RAID LOG

Dependencies

Those activities which need to **start** or **be completed** for the project to proceed successfully.

Dependencies may arise during the project and need to be logged as soon as they are noticed.



RAID LOG

Dependencies - Examples

1. Conducting a study prior to the selection of a subcontractor or supplier.
2. Installing the software before training people on how to use it.



RAID LOG

Decision

The 'D' in the RAID acronym may also refer to **Decisions** that should be made throughout the project in order to achieve the project goals.



RAID LOG

Active management of the RAID log elements is one of the key roles of the project manager.

It should **drive** to take the necessary actions in order to ensure successful execution of the project.



RAID LOG

- ▶ 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.



RAID LOG

Example - This is an example of a RAID log which summarizes the details of a supply chain project.

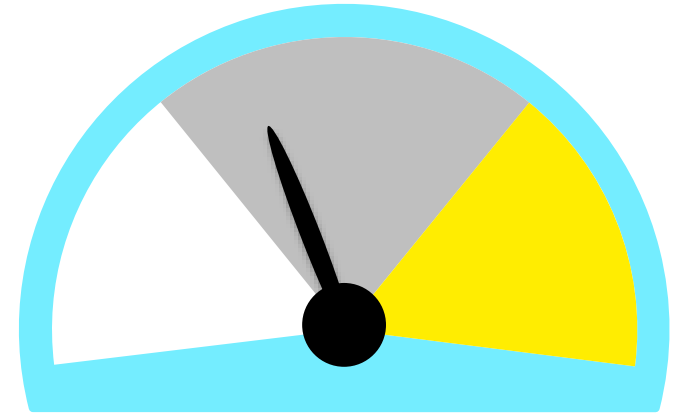
RAID Category	Description	Impact	Owner	Priority
ISSUE	Vendor master data is outdated		A . N	Low
ISSUE	Absence of procurement policies		A . N	Negligible
ASSUMPTION	Information is available prior the approval process		I . H	Moderate
RISK	Long supply delivery time	Impact on the project schedule	A . N	Critical
ASSUMPTION	Proper material and service quality inspection		C . D	High
ISSUE	Absence of preventive maintenance plan		M . S	Moderate
RISK	Inability to do required maintenance on time	Impact on the project schedule and cost	M . S	High

RAID LOG

RAID Dashboard

A way to summarize all the logging

Allows project team to review all relevant information related to a project **at a glance**



RAID LOG

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

RAID LOG

Further Information

Risks and **issues** need to be given more attention and to be dealt with decisively

Assumptions and **dependencies** could later be turned into risks when more time is taken to analyze them



RAID LOG

Further Information

In particular occasions, several people can have access to the log to update the document directly.



RAID LOG

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