



# Continuous Improvement Toolkit

## World-Class Performance Tools for Business and

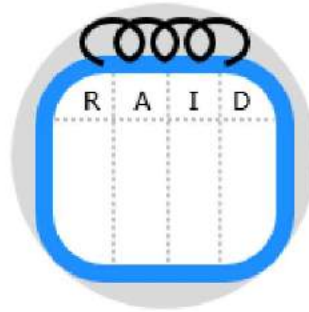
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## RAID Log

**RAID Log** is a project management tool that is used to store several project information in one place. It serves as a central repository for all **Risks**, Assumptions, Issues and Dependencies related to a project. It allows project managers and team members to keep **track** of their projects, making it a useful document in regular project meetings and for audit purposes.



Logging your project details using the RAID log keeps your project organized and on track. It makes the information easier to store and retrieve rather than keeping everything on bits of paper or in your head. This gives confidence to all project **stakeholders** that the project is under control, and that it is being constantly monitored. Upper management can also be engaged and asked for help where necessary to take actions to resolve project related risks and issues as they appear.

A **Risk** is something that will have a negative impact on the project if it happens. It refers to the combined **likelihood** that an event will occur and the **impact** on the project if it occurs. A **risk** is often evaluated by its Risk Priority Numbers (RPN), which is the product of likelihood times impact. A plan shall then be developed to mitigate the risks that have high RPN values.

Risks

Assumptions

Issues

Dependencies

**Assumptions** are those factors in **project management** that are considered to be true without evidence. They are taken for granted but can't be guaranteed and may impact the result of the project. Techniques like Assumption Analysis are used to identify the assumptions and discover the problematic ones.

Project **Issues** are unanticipated incidents that cause the project to become out of alignment. They occur during the duration of a project and may affect the project set goals, cost or schedule. Many professionals think of them to be risks that have already happened. Failure to manage issues may result in a poor delivery of the project, or even failure.

**Dependencies** are those activities which need to start or be completed in order for the project to proceed successfully. Dependencies may arise during the project, and need to be logged as soon as they are noticed.

| <i>Risks</i> | <i>Assumptions</i> | <i>Issues</i> | <i>Dependencies</i> |
|--------------|--------------------|---------------|---------------------|
| XXXX         | XXXXXX             | XXXX          | XXXXXX              |
| XXXXX        |                    | XXXXX         |                     |
| XXXX         |                    | XXX           |                     |

A RAID Log in its simplest form

Active management of the RAID log elements is one of the key roles that the project manager is expected to do. 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. In the end, the log should drive to take the necessary actions in order to ensure successful implementation of the project.

There are many tools that can help you to manage and track your project details. The simplest way is to use a [spreadsheet with a dashboard](#).

## Example

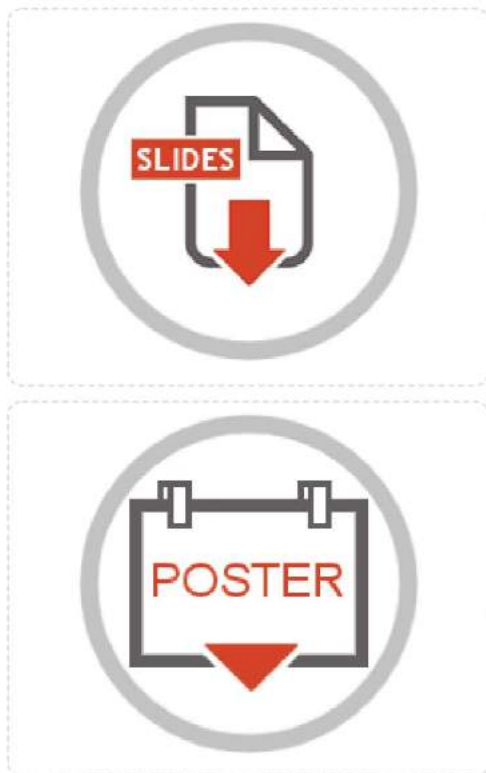
The following is an example of a RAID log which summarizes the details of a supply chain project:

| 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       |

A **RAID dashboard** is a simple way to summarize all the logging. It allows the project manager to review all relevant information related to a project at a glance:

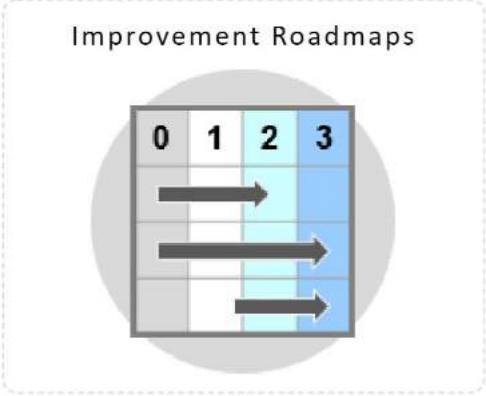
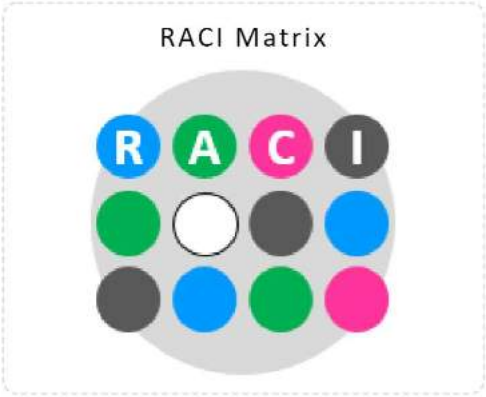
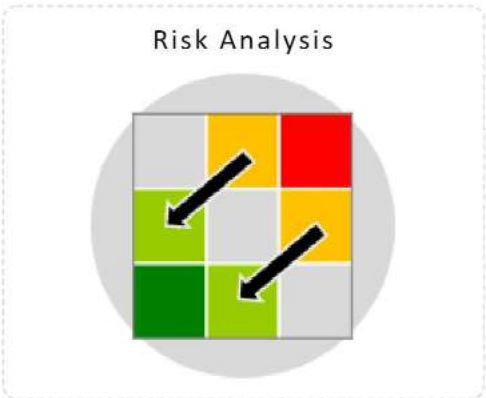
| Risks        | Assumptions  | Issues       | Dependencies |
|--------------|--------------|--------------|--------------|
| 1 Critical   | 0 Critical   | 0 Critical   | 0 Critical   |
| 1 High       | 1 High       | 0 High       | 0 High       |
| 0 Moderate   | 1 Moderate   | 1 Moderate   | 0 Moderate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

### Other Formats





Related Articles



Related Templates



## RAID Log

| R | A | I | D |
|---|---|---|---|
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |

## Project Tracking

|          |      |             |
|----------|------|-------------|
| Project1 | 40%  | Measure     |
| Project2 | 100% | Completed   |
| Project3 | 0%   | Not Started |
| Project4 | 90%  | Control     |
| Project5 | 65%  | Analyze     |
| Project6 | 100% | Completed   |

## Responsibility Log

| Team member 1 | Team member 2 | Team member 3 | Team member 4 |
|---------------|---------------|---------------|---------------|
|               |               |               |               |
|               |               |               |               |
|               |               |               |               |
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|               |               |               |               |

## Related Resources

RAID Log: How is it useful for a  
Project Manager?

GreyCampus

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