



Continuous Improvement Toolkit

RAID Logs

Managing Risk

PDPC

FMEA

RAID Logs

Fault Tree Analysis

Risk Assessment*

Decision Tree

Traffic Light Assessment

Lean Measures

KPIs

OEE

Capability Indices

MSA

RTY

Descriptive Statistics

Cost of Quality

Probability Distributions

Reliability Analysis

Graphical Analysis

Understanding Performance

Run Charts

Understanding Performance

Control Charts

Benchmarking

Sampling

Focus groups

Interviews

Photography

Check Sheets

Measles Charts

Surveys

Data Collection

Critical Incident Technique

Observations

Deciding & Selecting

Pros and Cons

Importance-Urgency Mapping

Break-even Analysis

Cost -Benefit Analysis

Force Field Analysis

Pugh Matrix

Voting

SWOT

QFD

Matrix Diagram

TPN Analysis

Kano Analysis

Prioritization Matrix

Critical-to Tree

Paired Comparison

Cause & Effect Matrix

Pareto Analysis

MSA

RTY

Descriptive Statistics

Cost of Quality

Probability Distributions

Reliability Analysis

Graphical Analysis

Hypothesis Testing

Understanding Performance

Run Charts

Understanding Performance

Control Charts

Benchmarking

Sampling

Focus groups

Interviews

Photography

Check Sheets

Measles Charts

Surveys

Data Collection

Critical Incident Technique

Observations

Creating Ideas**

Brainstorming

Analogy

SCAMPER***

Nominal Group Technique

Mind Mapping*

Affinity Diagram

Attribute Analysis

Lateral Thinking

Visioning

Planning & Project Management*

RACI Matrix

Stakeholders Analysis

PEST

PERT/CPM

Activity Diagram

Roadmaps

Project Charter

Gantt Chart

PDCA

Control Planning

Gap Analysis

Hoshin Kanri

Kaizen

How-How Diagram

Tree Diagram**

Standard work

Simulation

TPM

Identifying & Implementing Solutions***

Mistake Proofing

Pull Systems

JIT

Ergonomics

Work Balancing

Automation

Bottleneck Analysis

Visual Management

Flow

Value Analysis

5S

Wastes Analysis

SMED

Time Value Map

Process Redesign

IDEF0

Value Stream Mapping

SIPOC

Flow Process Chart

Process Mapping

Flowcharting

Service Blueprints

Designing & Analyzing Processes

- RAID Log

- ❑ It record risks, assumptions, issues and dependencies.
- ❑ It is one of the top tools for keeping a record of everything happening on the project.
- ❑ It allows storing all the relevant information and activity that is happening in one place.
- ❑ Using RAID logs is easier than trying to keep all this information in your head.

Risks

Assumptions

Issues

Dependencies

- RAID Log

Risks:

- ❑ Events that will have a negative impact on your project if they occur.
- ❑ They can lead to delay, cost or quality problems.
- ❑ Contingency actions may be prepared and undertaken when a risk occurs.
- ❑ A risk log should include a description of each risk, and a plan to manage them.



- RAID Log

Assumptions:

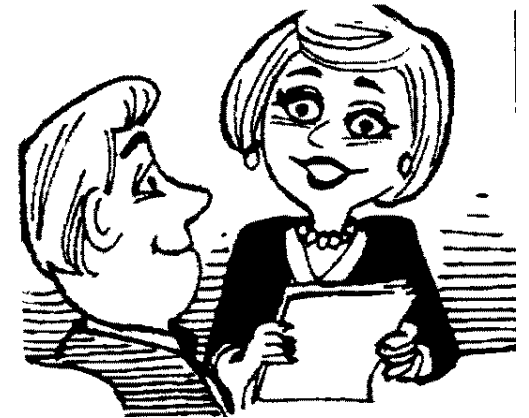
- ❑ Any factors that you are assuming to be in place that will contribute to the successful result of your project.
- ❑ Check your assumptions are valid at the appropriate time as information is gained for this purpose.
- ❑ The assumption log may include:
 - Details of the assumption.
 - The reason it is assumed.
 - The action needed to confirm whether the assumption is valid.



- RAID Log

Issues:

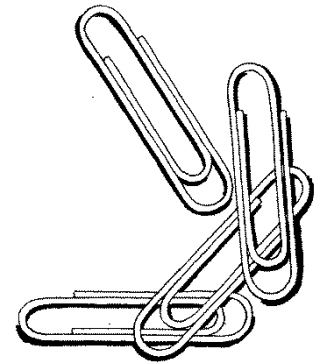
- ❑ They are things that are going wrong on your project and needs to be managed.
- ❑ They are risks that have happened.
- ❑ Failure to manage issues may result in a poor delivery of the project or even failure.
- ❑ The log may include descriptions of each issue, its impact, its seriousness and actions needed to contain it.



- RAID Log

Dependencies:

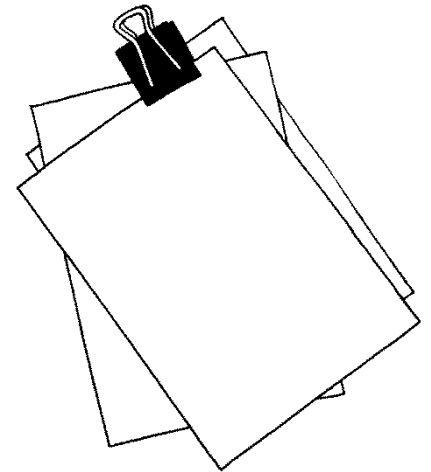
- ❑ They are events or work that influence which activities must be performed first.
- ❑ For example, when somebody who you need to do something does not deliver in time or to required quality.
- ❑ They are important because they govern the sequence in which activities must occur.
- ❑ The log may capture whom you are dependent on, what they should deliver and when.
- ❑ It may also include who is dependent on you.



- RAID Logs

Tips:

- ❑ A good practice is to create a RAID logs at the start of each project so you can track anything impacting now or in the future.
- ❑ Several people could have access to the logs.
- ❑ A simple way to manage the logging is to use a spreadsheet, with one tab being devoted to each of the four logs.
- ❑ They should be regularly reviewed and updated through daily or weekly reviews and team meetings.
- ❑ They should be managed in the same way the project plan is managed.



- RAID Log

RAID Logs Dashboard:

| R | | A | | I | | D | |
|-------------|------------|----------|------------|----------|------------|-------------|------------|
| 0 | Extreme | | | | | | |
| 6 | Critical | 1 | Critical | 3 | Critical | 0 | Critical |
| 2 | Moderate | 3 | Moderate | 4 | Moderate | 4 | Moderate |
| 0 | Low | 1 | Low | 4 | Low | 2 | Low |
| 2 | Negligible | 0 | Negligible | 1 | Negligible | 0 | Negligible |
| Mitigated % | | Upheld % | | Closed % | | Committed % | |