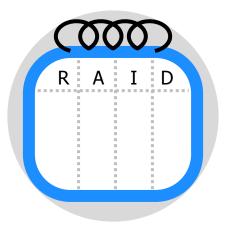
## **Continuous Improvement Toolkit**

## **RAID Log**



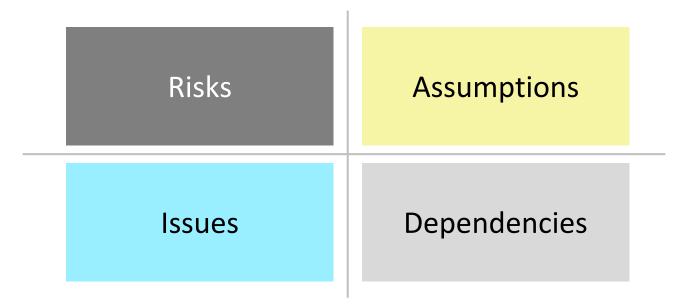
#### The Continuous Improvement Map

Managing	Selecting & Decision Making Planning & Project Management*					
Risk PDPC	Break-even Analysis Importance Urgency Matrix Daily Planning PERT/CPM					
FMEA RAID Log*	Quality Function Deployment Cost Benefit Analysis MOST RACI Matrix Activity Networks					
Risk Analysis*	Payoff Matrix Delphi Method TPN Analysis SWOT Analysis Stakeholder Analysis					
Fault Tree Analysis Decision Tree Pick Chart Voting Four Field Matrix Project Charter Improvement Roadmaps						
Traffic Light Assessment Critical-to X Force Field Analysis Portfolio Matrix PDCA Policy Deployment Gantt Charts						
Lean Measures OEE Kano Decision Balance Sheet Paired Comparison DMAIC Kaizen Events Control Planning						
Process Yield Cost of	of Quality* Pugh Matrix Prioritization Matrix A3 Thinking Standard Work Document control					
Project KP						
Capability Indices Descriptive Statistics Chi-Square Nonparametric Cause & Effect TPM Automation Solutions***						
	ability Distributions Hypothesis ANOVA DOE Mistake Proofing Health & Safety					
Bottleneck Analysis Histogra	ams Normal Distribution Multivariate Multi-vari Studie <mark>s Simulation Just in Time 5S</mark>					
	ical Methods Scatter Plots Correlation Regression Quick Changeover Visual Management					
Understanding Performance**	Charts 5 Whys Root Cause Analysis Data Mining Product Family Matrix Flow Pull					
	ol Charts Fishbone Diagrams Relations Mapping SIPOC* Spaghetti** Process Redesign					
Data collection planner* Sampling How-How Diagram*** Tree Diagram* Waste Analysis** Value Stream Mapping**						
Check Sheets** Interviews	Brainstorming SCAMPER*** Attribute Analysis Value Analysis** Process Mapping					
Questionnaires Focus Gro	oups Affinity Diagrams Morphological Analysis Flow Process Charts** Time Value Map**					
Data Observatio	ons Mind Mapping* Lateral Thinking Flowcharting IDEF0 Service Blueprints					
Collection Sugges	stion Systems Five Ws Group Creativity Designing & Analyzing Processes					

# A project management tool used to store several **project information** in one place



## Serves as a central **repository** for all . . .



Keeps track of everything happening in your project

## Benefits

Keeps your project **organized** and on track

Makes the information easier to store and retrieve



## Benefits

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



## Benefits

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



### Benefits

#### Allows to engage with upper management and ask their help



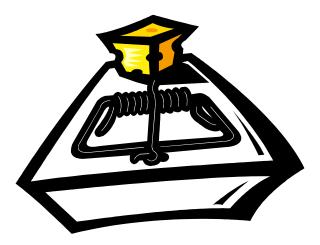
## Risks

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



## Risks

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



### Risks

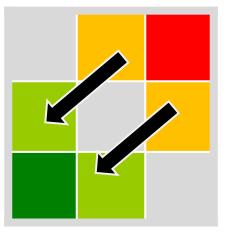
#### Can lead to quality, delay or cost problems



### Risks

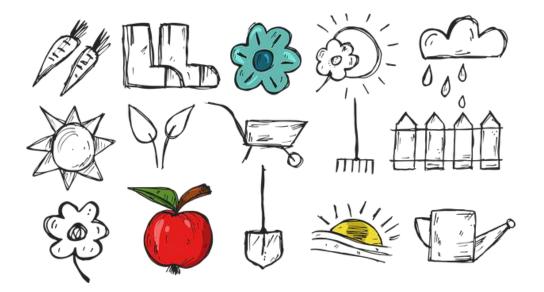
Risks are often ranked by their **Risk Priority Numbers** (RPNs)

A plan should then be developed to mitigate risks with high RPN



## Assumptions

Those **factors** in project management that are considered to be true without providing evidence



### Assumptions

# They are **taken for granted** but cannot be guaranteed and may impact the result of the project



## **Assumptions Analysis**

Allows questioning the assumptions

Helps discover problematic assumptions



### Issues

# Unanticipated **Incidents** that cause the project to become out of alignment



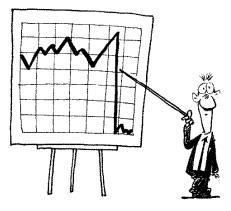
#### Issues

### Occur during the duration of a project

Affect the project's specified goals, cost or schedule

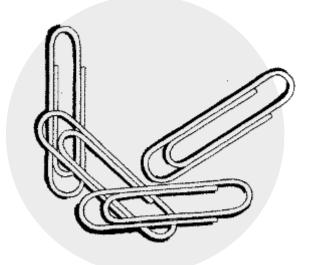
They are risks that have already happened

Failure to manage issues may result in a **poor delivery** of the project, or even failure



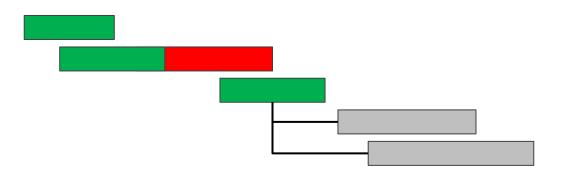
## Dependencies

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

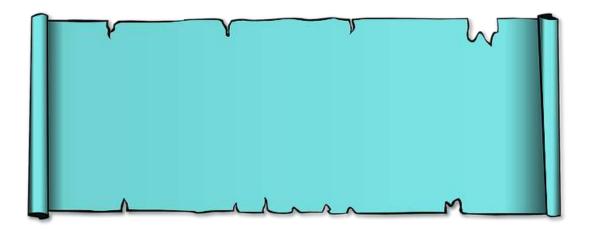


### Dependencies

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

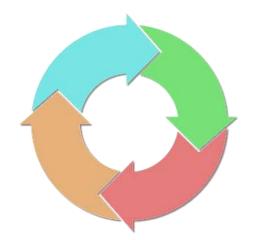


The RAID Log should **drive** to take the necessary actions in order to ensure successful implementation of the project



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

# 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**

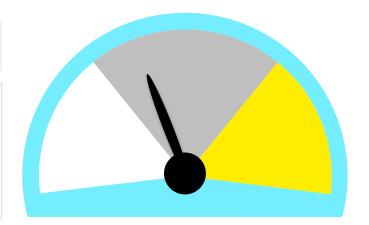
### **RAID Log Example**

<b>RAID Category</b>	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		Ι.Η	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

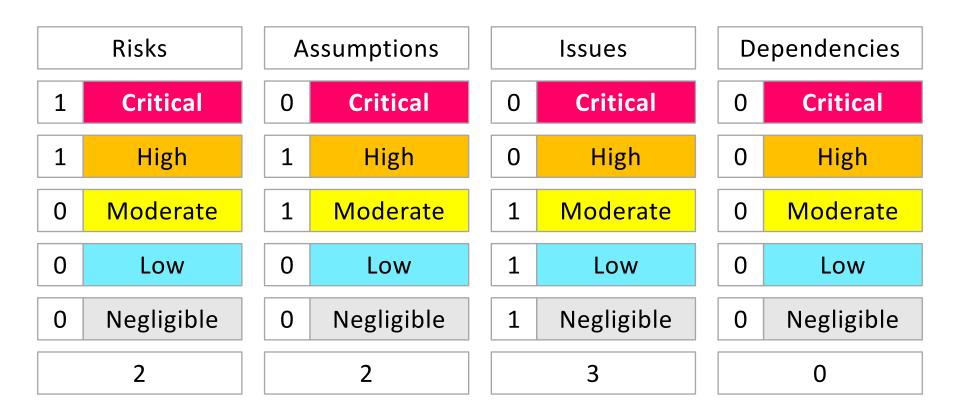
#### **RAID Dashboard**

A way to summarize all the logging

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



### **RAID Dashboard Example**



#### **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



#### **Further Information**

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

