Continuous Improvement Toolkit

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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.
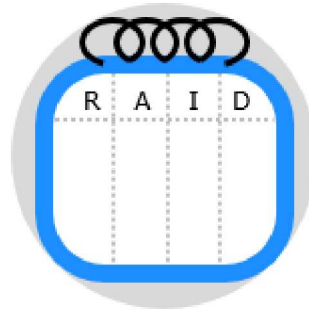
Logging your project details using the RAID log keeps your project organized and on track. It makes the information easier to store and retrieve rather than keeping everything on bits of paper or in your head. This gives confidence to all project stakeholders that the project is under control, and that 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.

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.

Risks   Assumptions   Issues   Dependencies

Risks	Assumptions	Issues	Dependencies
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

SLIDES

POSTER
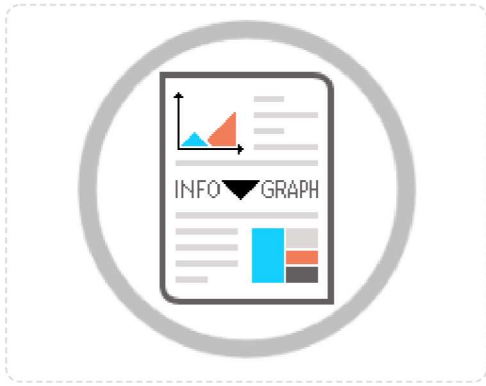
Related Articles

Risk Analysis
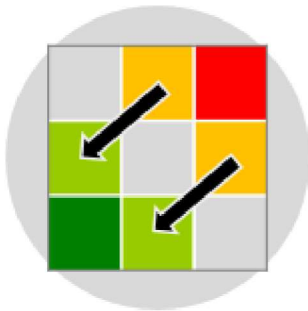
RACI Matrix

Improvement Roadmaps
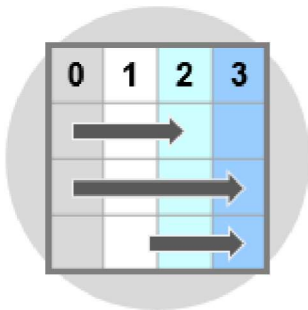
Related Templates

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

Related Resources

RAID Log: How is it useful for a

Project Manager?

GreyCampus

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