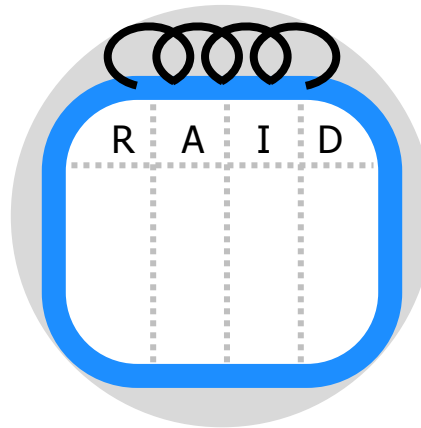


# Continuous Improvement Toolkit

## RAID Log



# The Continuous Improvement Map



# RAID Log

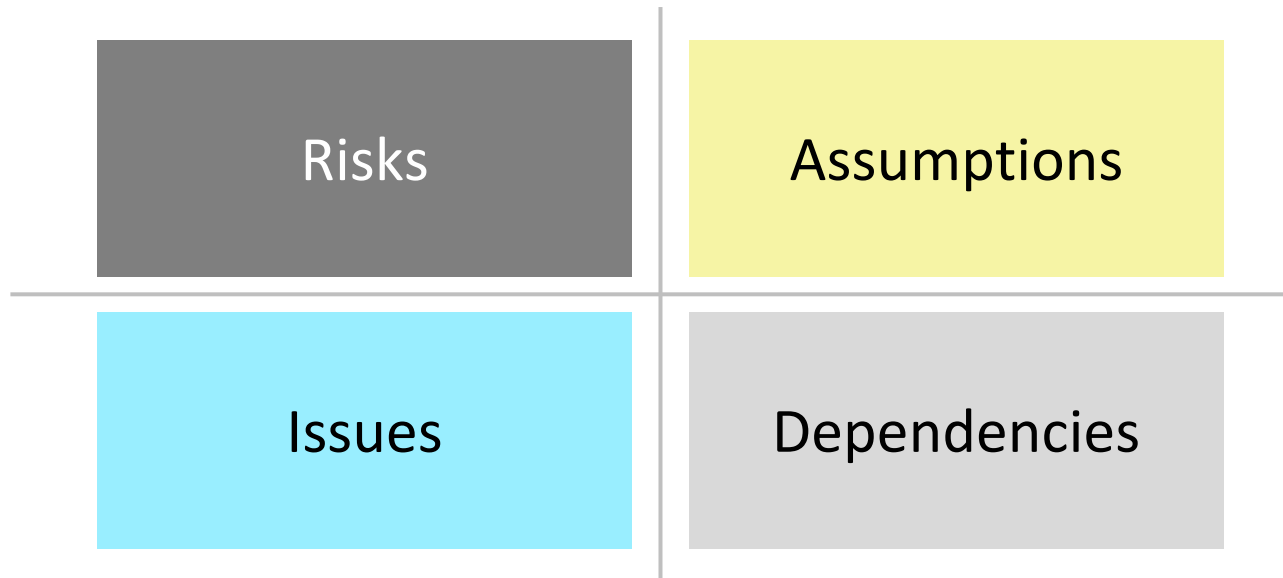
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A project management tool used to store several **project information** in one place



# RAID Log

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



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

# RAID Log

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## 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



# RAID Log

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## Benefits

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



# RAID Log

## Benefits

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





# RAID Log

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## Risks

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

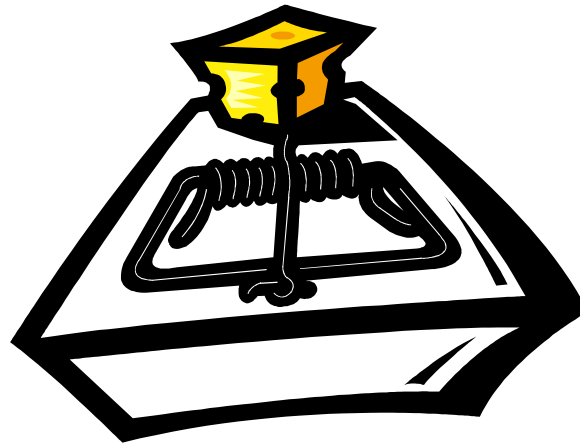


# RAID Log

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## Risks

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



# RAID Log

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Risks

Can lead to quality, delay or cost problems

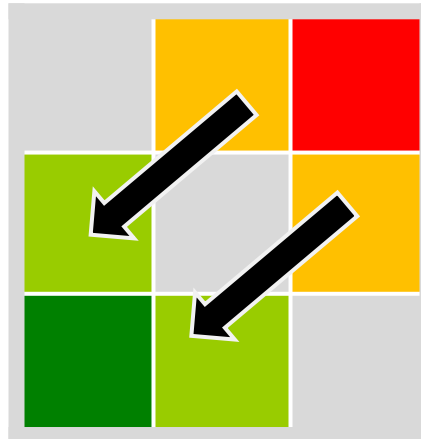


# RAID Log

## Risks

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

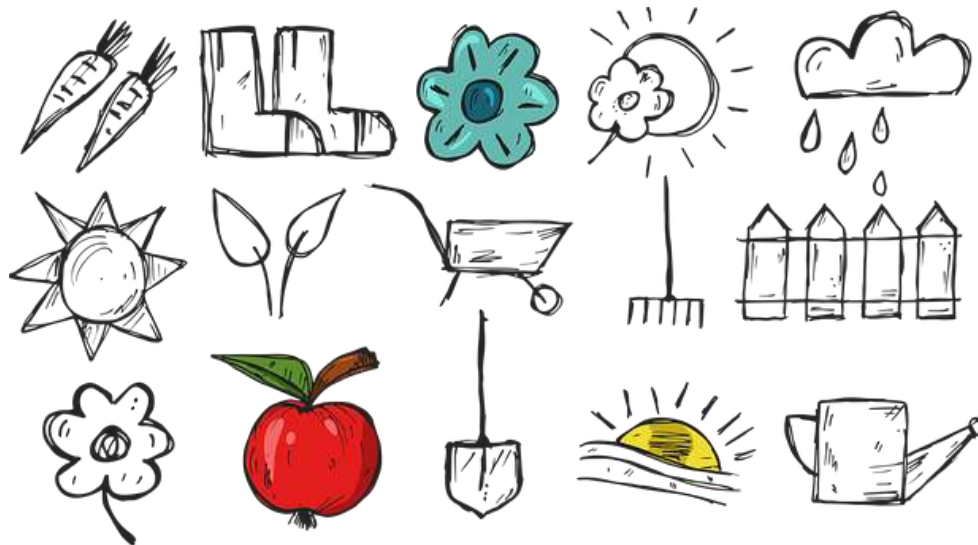
A **plan** should then be developed to mitigate risks with high RPN



# RAID Log

## Assumptions

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



# RAID Log

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## Assumptions

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



**Example:** Staff Availability

# RAID Log

## Assumptions Analysis

Allows questioning the assumptions

Helps discover problematic assumptions



# RAID Log

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## Issues

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





# RAID Log

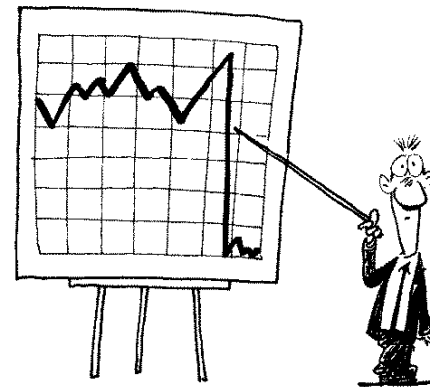
## Issues

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

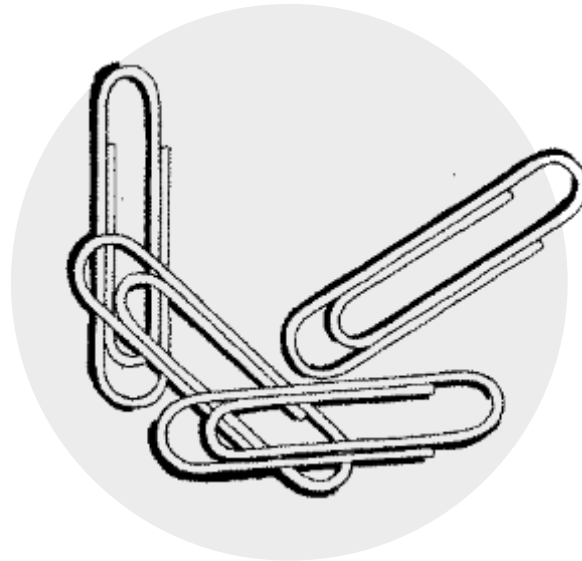


# RAID Log

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## Dependencies

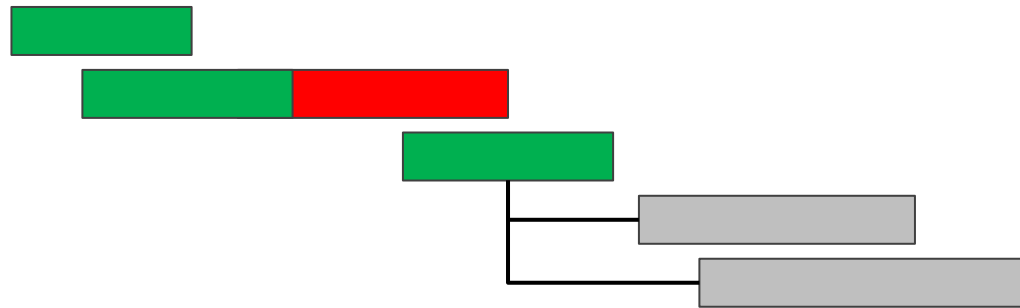
Those activities which need to **start** or **be completed** in order for the project to proceed successfully



# RAID Log

## Dependencies

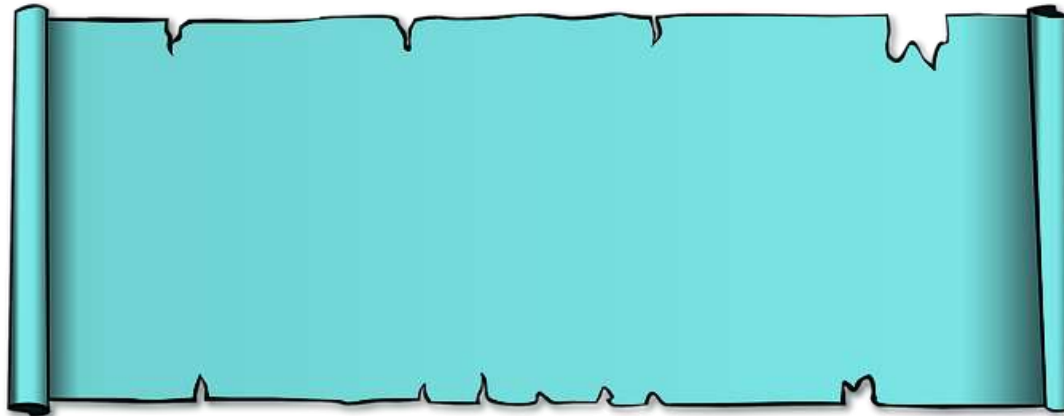
Dependencies may arise during the project, and need to be logged as soon as they are noticed



# RAID Log

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

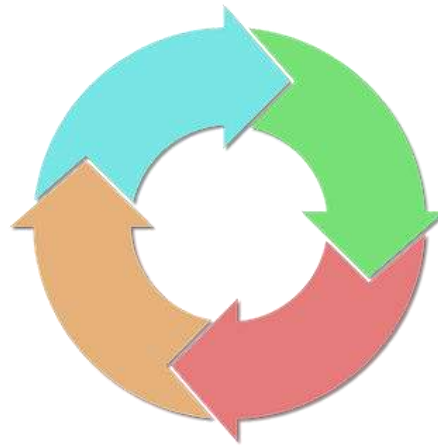


**Active management** of the RAID log elements is one of the key roles of the project manager

# RAID Log

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**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

## RAID Log Example

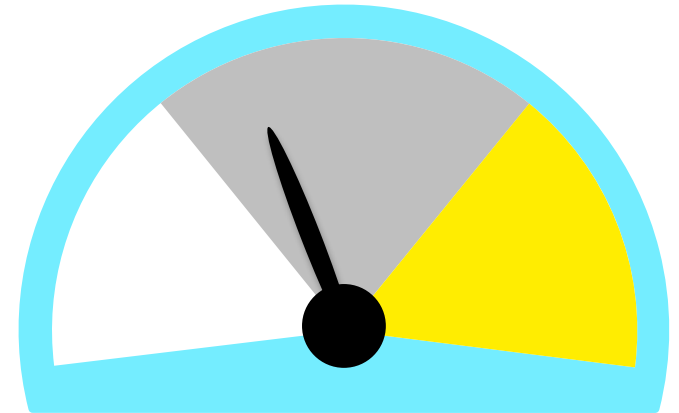
RAID Category	Description	Impact	Owner	Priority
Issue	Vendor master data is outdated		A . N	Low
Issue	Absence of procurement policies		A . N	Negligible
Assumption	Information is available prior the approval process		I . H	Moderate
Risk	Long supply delivery time	Impact on the project schedule	A . N	Critical
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 <b>Critical</b>	0 <b>Critical</b>	0 <b>Critical</b>	0 <b>Critical</b>
1 <b>High</b>	1 <b>High</b>	0 <b>High</b>	0 <b>High</b>
0 <b>Moderate</b>	1 <b>Moderate</b>	1 <b>Moderate</b>	0 <b>Moderate</b>
0 <b>Low</b>	0 <b>Low</b>	1 <b>Low</b>	0 <b>Low</b>
0 <b>Negligible</b>	0 <b>Negligible</b>	1 <b>Negligible</b>	0 <b>Negligible</b>
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

