

# RAID Log

## Definition:

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

## Uses:

- A central repository for all **risks**, **assumptions**, **issues** & **dependencies**.
- Drives to take the necessary actions to ensure successful implementation of the project.

## Benefits:

- Keeps your project organized and on track.
- Makes the information easier to store and retrieve.
- Useful document in regular project meetings and for audit purposes.
- Gives confidence that the project is under control and being monitored.

## RAID stands for Risks, Assumptions, Issues and Dependencies:

### Risks:

- A Risk is something that will have a negative impact on the project if it happens.
- Can lead to quality, delay or cost problems.
- Refers to the combined **likelihood** that the event will occur and the **impact** on the project if it occurs.
- 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 that are taken for granted but cannot be guaranteed and may impact the result of the project.

### Issues:

- Incidents that cause the project to become out of alignment (risks that have already occurred).

### Dependencies:

- Those activities that need to start or be completed in order for the project to proceed successfully.

## RAID Log

| Category   | Desc. | Impact | Priority   |
|------------|-------|--------|------------|
| Issue      | xxxx  |        | Low        |
| Issue      | xxx   |        | Negligible |
| Assumption | xxxx  |        | Moderate   |
| Risk       | xxx   | xxx    | Critical   |
| Assumption | xxxx  |        | High       |
| Issue      | xxx   |        | Moderate   |
| Risk       | xxxx  | xxx    | High       |

## RAID Dashboard

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

A good practice is to create the log at the beginning of the project, then regularly update it as needed through regular project meetings