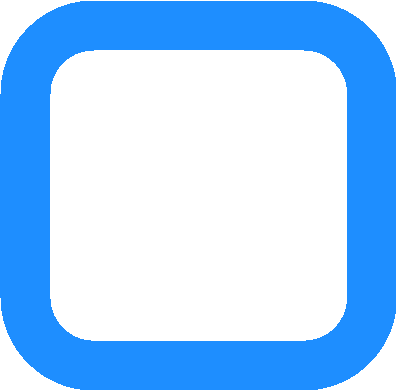
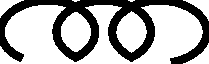
Continuous Improvement Toolkit

**RAID** **Log**



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**Solutions\*\***

ValueAnalysis

**Understanding**

**Cause** **&** **Effect**

5 Whys

Graphical Analysis

GapAnalysis\*

DMAIC

MSA

Just in Time

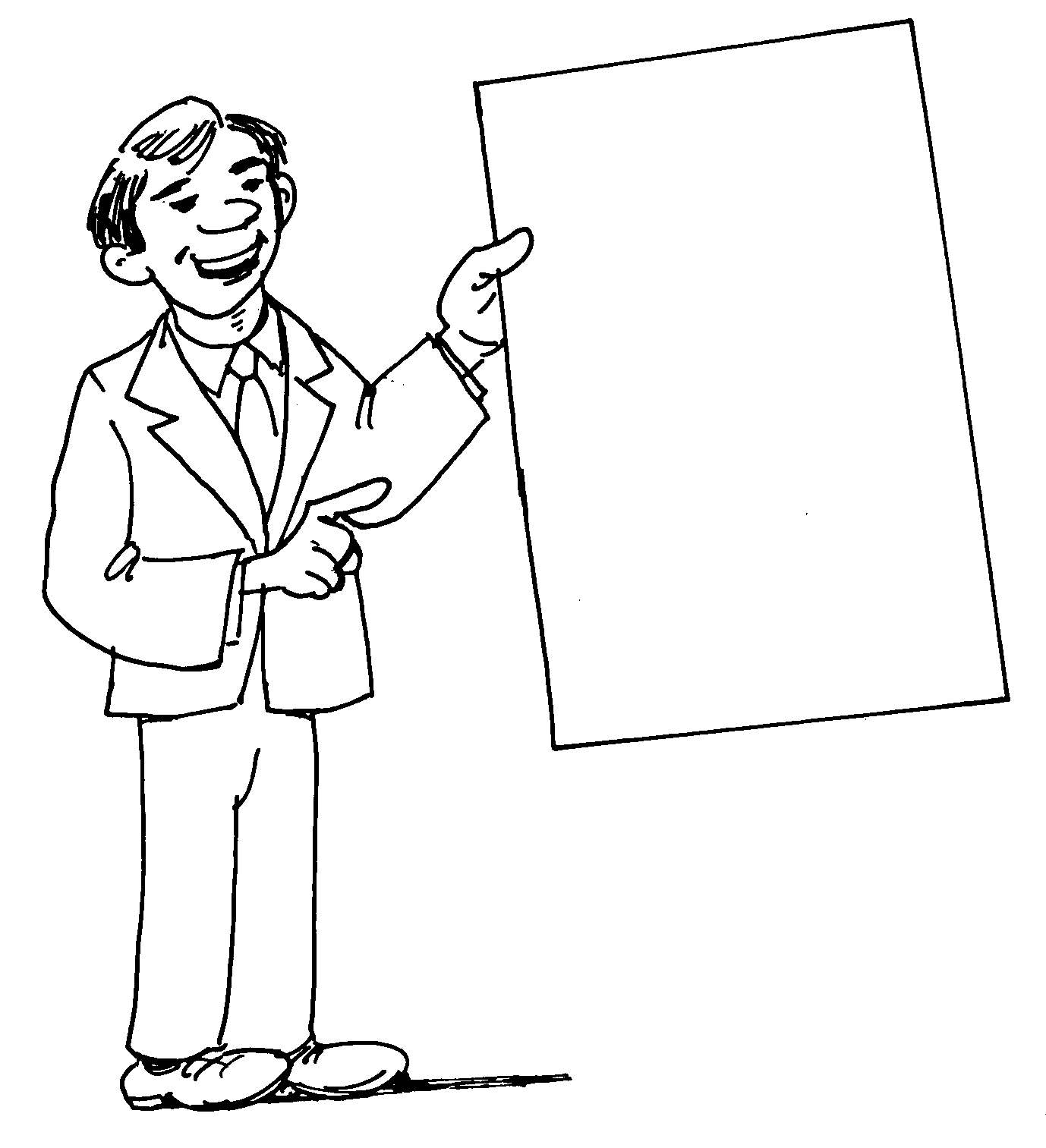
Pull Flow

Scatter Plots

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| **The** **Continuous** **Improvement** **Map**  **Managing** **Deciding** **&** **Selecting** **Planning** **&** **Project** **Management\*** **Risk** PDPC Decision Balance Sheet Importance-Urgency Mapping Daily Planning PERT/CPM  FMEA RAID Log\* Force FieldAnalysis Cost Benefit Analysis MOST RACI Matrix Activity Networks Risk Assessment\* Break-evenAnalysis Voting TPN Analysis SWOTAnalysis Stakeholder Analysis  Fault TreeAnalysis Decision Tree Pick Chart Four Field Matrix Project Charter Improvement Roadmaps Traffic Light Assessment Critical-to Tree QFD Portfolio Matrix PDCA Policy Deployment Gantt Charts  Lean Measures KanoAnalysis Matrix Diagram Paired Comparison Kaizen Events Control Planning Bottleneck Analysis\*\* Cost of Quality\* Pugh Matrix Prioritization Matrix A3 Thinking Standard work Document control  Process Yield OEE KPIs ParetoAnalysis C&E Matrix Cross Training **Implementing** Descriptive Statistics ANOVA Chi-Square  Capability Indices Probability Distributions Hypothesis Testing Design of Experiment Mistake Proofing Ergonomics  ReliabilityAnalysis Histograms & Boxplots Multi vari Studies Confidence Intervals Simulation TPM Automation **Understanding** Correlation Regression  **Performance** Run Charts Root CauseAnalysis Data Snooping Visual Management 5S  Benchmarking\*\* Control Charts Fishbone Diagram Tree Diagram\* SIPOC\* WasteAnalysis Quick Changeover Data collection planner\* Sampling Morphological Analysis How-How Diagram\*\* Process Redesign Time Value Map Check Sheets Interviews Brainstorming SCAMPER\*\* AttributeAnalysis Spaghetti Diagram Value Stream Mapping  Questionnaires Focus Groups Affinity Diagram Relationship Mapping\* Flow Process Charts Service Blueprints **Data** Mind Mapping\* Lateral Thinking Flowcharting IDEF0 Process Mapping  **Collection** Observations Suggestion systems **Creating** **Ideas** **Designing** **&** **Analyzing** **Processes** |
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| **-** **RAID** **Log** | |
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A project management tool. Used to store several project



information in one place. Serves as a central repository for

all **R**isks, **A**ssumptions, **I**ssues and **D**ependencies.

Allows keeping track of everything happening in your project.

Useful document in regular project meetings and for audit purposes.

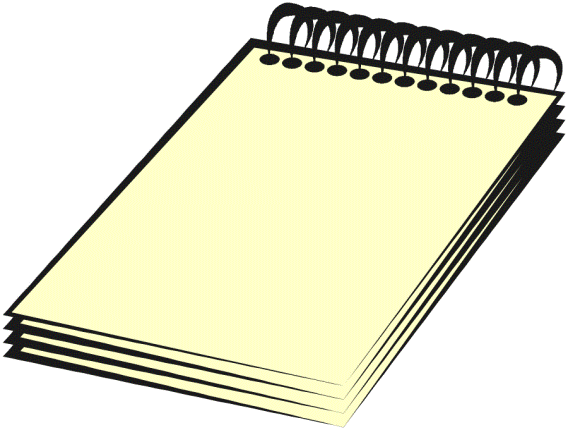
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**Benefits:**

Keeps your project organized and on track. Makes the information easier to store and retrieve.

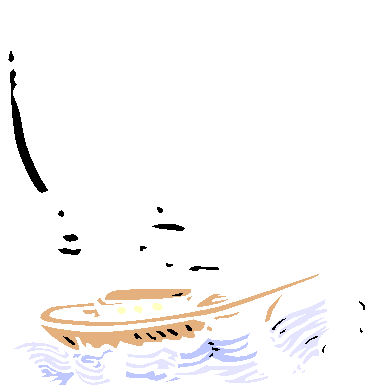
Gives confidence to all project stakeholders that the project is under control and being monitored.

Allows to engage with upper management and ask their help where necessary to mitigate a risk or resolve an issue.

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| **-** **RAID** **Log** | |
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A **Risk** is something that will have a negative impact on the project if it happens.



It can lead to quality, delay or cost problems. It 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.

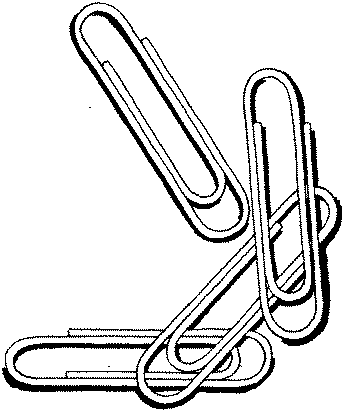
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**Assumptions** are those factors that are taken for granted but cannot be guaranteed and may impact the result of the project.

• E.g. staff availability.

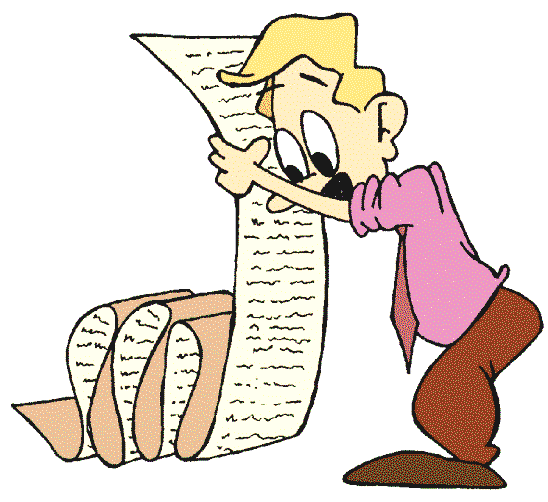
Project **Issues** are incidents that cause the project to become out of alignment.

• They are risks that have already happened.

**Dependencies** are those activities which need to start or be completed in order for the project to proceed successfully.

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| **-** **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.

The log should drive to take the necessary actions in order to ensure successful implementation of the project.

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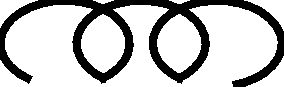
**RAID** **Dashboard:**

A simple way to summarize all the logging.

Allows the project manager to review all relevant information related to a project at a glance.



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| **-** **RAID** **Log** | |
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**RAID** **Log** **Example:**

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| --- | --- | --- | --- | --- |
| **RAID** **Category** | **Description** | **Impact** | **Owner** | **Priority** |
| **Issue** | Vendor master data is outdated |  |  | Low |
| **Issue** | Absence of procurement policies and procedures |  |  | Negligible |
| **Assumption** | Complete information is available prior the approval process |  |  | Moderate |
| **Risk** | Long supply delivery time | Impact on the project schedule |  | Critical |
| **Assumption** | Proper material and service quality inspection |  |  | High |
| **Issue** | Absence of preventive maintenance plan |  |  | Moderate |
| **Risk** | Inability to do required maintenance on time | Impact on the project schedule and cost |  | High |

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| **-** **RAID** **Log** | |
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**RAID** **Dashboard** **Example:**

Risks

|  |  |
| --- | --- |
| 1 | Critical |

|  |  |
| --- | --- |
| 1 | High |

|  |  |
| --- | --- |
| 0 | Moderate |

|  |  |
| --- | --- |
| 0 | Low |

|  |  |
| --- | --- |
| 0 | Negligible |

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Assumptions

|  |  |
| --- | --- |
| 0 | Critical |

|  |  |
| --- | --- |
| 1 | High |

|  |  |
| --- | --- |
| 1 | Moderate |

|  |  |
| --- | --- |
| 0 | Low |

|  |  |
| --- | --- |
| 0 | Negligible |

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Issues

|  |  |
| --- | --- |
| 0 | Critical |

|  |  |
| --- | --- |
| 0 | High |

|  |  |
| --- | --- |
| 1 | Moderate |

|  |  |
| --- | --- |
| 1 | Low |

|  |  |
| --- | --- |
| 1 | Negligible |

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Dependencies

|  |  |
| --- | --- |
| 0 | Critical |

|  |  |
| --- | --- |
| 0 | High |

|  |  |
| --- | --- |
| 0 | Moderate |

|  |  |
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| 0 | Low |

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| 0 | Negligible |

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| **-** **RAID** **Log** | |
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**Further** **Information:**

Assumptions and dependencies could later be turned into risks when more time is taken to analyze them.

Risks and issues, on the other hand, need to be given more attention and to be dealt with decisively.

Assumption analysis verifies the assumptions as they are applied to the project. It identifies inaccuracy, instability, inconsistency, or incompleteness of assumptions.

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