



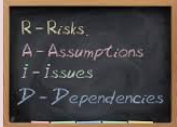


# ONE PAGE PLAN FOR PROJECT RAID SUCCESS

KEY AREAS	KEY NOTES					TARGET STATE	MEASURES
<b>RISKS</b> 	A Risk is defined as uncertainty of outcome, whether positive opportunity or negative threat	Each risk has an associated chance of occurrence along with an impact on your project if it does materialise	If the likelihood of the event happening and impact to the project are both high, the event is classed as a risk	Your project risks are the “issues” waiting to happen	Risk refers to the joint likelihood the event will occur and the impact on the project if it does occur	<b>All risks are identified, documented, analysed and mitigated</b>	All risks identified and mitigated
<b>ASSUMPTIONS</b> 	The definition of an assumption is something that is set as true to enable an organisation to go ahead with a project	A common assumption in many projects is that there will be access to the required specialist resources at the required time	The purpose of tracking assumptions is that you need to be ready for your assumptions being wrong	Any assumptions made about the delivery of externally controlled deliverables should also be included	It is important to include all the assumptions that have identified into a project documents such as a Project Brief	<b>As part of the initial planning phase and project brief, assumptions are identified and documented</b>	No surprises from unidentified or false assumptions
<b>ISSUES</b> 	An issue is something that is going wrong now in a project are those things which has occurred, is current and have yet to be properly addressed	Issues differ from risks in that they exist as a problem today, unlike risks which might turn into issues in the future	Like risks, issues need to be managed through an agreed management process	An issue is something that has gone wrong (deviation from the approved scope, schedule, budget etc.)	Issues are also risks that have been realised, and have turned into issues	<b>All issues are resolved to a positive outcome</b>	All issues are recorded, tracked and have owners
<b>DEPENDENCIES</b> 	Dependencies are something that must be delivered to enable a project's delivery and these must be identified and tracked	Dependencies form a key part of workload priorities during the program and are a basic agenda item for any meetings and decision points	Dependencies exist when an output from one task or another project is needed as a mandatory input for another task or another project	It is a key responsibility for project managers to record, monitor, and manage these dependencies	Dependencies maybe items that are being delivered from elsewhere, and that may not be directly in the control of a project manager	<b>All dependencies are identified, documented and prioritised</b>	No project failure owing to unknown dependencies
<b>RAID LOG</b> 	The RAID log includes a description of each risk, full analysis and a plan to manage it	All risks should have an ID number and an owner	In addition all risks should be measured in a standard way with probability and impact	In the risk log section, there should be columns also for the risk owner, status, and any dates that may be relevant	As with risks and actions, all issues should have an assigned id, owner and timescale	<b>All Risks, Assumptions, Issues and Dependencies logged and managed accordingly</b>	RAID management ensures minimum impact to a successful project outcome