

RAID log

PROJECT	PROJECT MANAGER	LAST REVIEWED

1 Risks

might happen, would hurt

ID	RISK AND IMPACT	LIKELIHOOD	PRIORITY	OWNER	STATUS

2 Assumptions

treated as true, unverified

ID	ASSUMPTION	OWNER TO VERIFY	STATUS

3 Issues

happening now, needs action

ID	ISSUE AND IMPACT	PRIORITY	OWNER	STATUS

4 Dependencies

what we wait on

ID	DEPENDENCY	DIRECTION	OWNER	NEEDED BY

Write risks as cause and effect. Review weekly, in the open. A landed risk becomes an issue. IDs make items checkable.

The working document of a running project. If the honest answer lives in your head, it belongs here.