

There are many aspects to oversee when implementing a change initiative; however, 4 key elements are typically managed within a framework known as RAIDS management. These are Risks, Assumptions, Issues, and Dependencies. This concise guide provides a clear and straightforward overview of RAIDS for individuals who may be new to the topic.

## Risks

### Description

A risk refers to an event that could hinder a project's ability to meet its objectives and fully realise the expectations outlined in its overall business case.

### Example

*Benefits could be at risk if the solution goes live with too many errors for customers to accept.*

Risk	Impact	Probability	Score	Action	Owner
Title	1-10	1-10	Impact x Probability	Action to monitor	

### Management



Every important risk needs to be owned and regularly reviewed.

Start by asking yourself 'what can go wrong'. Then assess the potential impact if it goes wrong and the probability of it happening. This gives a score and a priority for ongoing ownership and management. Always review risks regularly. They come, they go and they evolve!

## Assumptions

### Description

Assumptions are those things that are regarded as true, real, or certain for the purposes of scoping and planning.

### Example

*The project is assuming that an acquisition being planned will happen before the end of this year.*

Assumption	Status	Next Review Date	Owner
Description	How valid it is	When will we re-check validity	

### Management

There are lots of things that you do not know at the start of a project.

If they are relevant to the project, register them and make an assumption. For example if you don't know the cost of some necessary software, make an assumption. The key is to remember these are only assumptions and must be validated and kept under review, until they become facts.



## Issues

### Description

An issue is an actual circumstance that is believed to impact the successful attainment of the project's objectives.

### Example

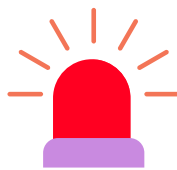
*The prime software provider to the project has announced delays to planned functionality that the project needs.*

Issue	Action	Due Date	Owner
Description	Actions to resolve the issue		

### Management

Once an issue occurs it must be assessed - how big an issue is this and what are the actions to address it. Some issues can be quickly dealt with but others could result in re-scoping, re-planning, or even the cancellation of the project.

If the issue arose from a known risk, an invalid assumption or a failed dependency, then there may well be contingency actions already in place.



## Dependencies

### Description

Dependencies are projects or operations that:

- are depending on this project, or
- that this project is dependent on

### Example

*The outcomes of this project requires the IT infrastructure update being completed on time and with agreed scope.*

Dependency	Type	Current Status	Action	Owner
Description	We are dependent upon ...	On plan	Review in 1 month	

### Management

Dependencies are not static; sometimes new dependencies arise and existing ones prove to be no longer necessary. They require good communication and contact between the dependent areas, so the current position is always understood.

Where the dependency is an important one it is sensible to develop contingency plans - just in case.

