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TEMPLATE · ASTRAEA PARTNERS

RAID Log Template (Risks, Assumptions, Issues, and Dependencies)

A single log to track a project's risks, assumptions, issues, and dependencies every week, each with an owner, a date, and an action.

Version of November 7, 2026

How to use this template

A RAID log brings together everything that could derail a project. Review it weekly with the team and take it to the steering committee when something crosses the escalation threshold. Every item needs a named owner and a dated next action: without them, it’s just a list of worries.

Definitions

- **Risk:** something that could happen and would affect the project. Managed before it occurs.
- **Assumption:** something we take as true without having confirmed it. If it turns out false, it becomes an issue.
- **Issue:** something already happening that affects the project. Resolved or escalated.

- **Dependency:** something the project needs from another team, project, or vendor to move forward.

Risk rating scale

Level	Probability	Impact
1	Unlikely (< 20%)	Minor: absorbed within the plan
2	Possible (20–60%)	Moderate: affects a milestone or part of budget
3	Likely (> 60%)	High: affects the end date, cost, or scope

Priority = probability × impact. From 6 to 9: reviewed in every meeting and reported to the steering committee.

Log

ID	Type	Description	Prob.	Imp.	Priority	Owner	Action or response	Date	Status
R1	Risk	[Vendor X could delay the integration]	2	3	6	[name]	[Request a weekly work plan]	[date]	Open
A1	Assumption	[Key users will have 20% of their time]	–	–	–	[name]	[Confirm with their managers]	[date]	To validate
I1	Issue	[Test environment unavailable]	–	3	–	[name]	[Escalate to infrastructure]	[date]	In progress
D1	Dependency	[Data migration from project Y]	–	–	–	[name]	[Agree on a delivery date]	[date]	Open

Good practices

1. **A well-written risk has a cause and an effect:** “Because of [cause], [event] could happen, which would lead to [effect].”
2. **Close what no longer applies.** Nobody reads a log with a hundred open items.
3. **Review assumptions at the start of each phase.** They’re the most common source of surprises.
4. **Dependencies have two owners:** the one who needs it and the one who delivers it.

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