Decision and RAID Logs
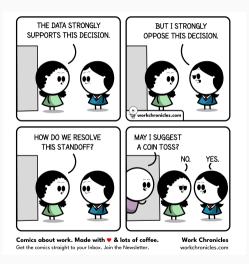
October 17, 2024

Engineers for Exploration, UC San Diego

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- Get buy in from everyone
- Remember why we did something in the future
- Communicate decisions to the rest of the team

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What kinds of decisions do we log?

- Critical decisions

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- Course of action decisions

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- Critical decisions
- Course of action decisions
- Risk management decisions
- Project team decisions
- Deliverables decisions
- Metrics and evaluation decisions

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- Decision details
- Decision maker
- Stakeholders involved
- Rationale
- Follow-up actions

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- Risks
- Assumptions
- Issues
- Dependencies
- Actions
- Decisions

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RAID Log Example 1

RAID Log

Date Reported	Type	Description	Owner(s)	Closed Date
▮ 20 Sep	Risk	Mapping service API key is insecure in browser, could increase ▮ cost. Low impact. Common to all ▮-enabled apps.	▮	▮ 11 Oct
▮ 20 Sep	Risk	API endpoints for images may be insecure and may allow DDOS or unauthorized direct access. Easily mitigated by hiding internal endpoints and limiting external access.	▮	
▮ 26 Sep	Risk	Camera access and image acquisition process could possibly degrade system performance if two different processes are running concurrently creating latency.	▮ / ▮	
10/4 ▮	Action Item	Onboard ▮ teammates to ▮ Slack	▮ ▮	10/10

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1. Risks
    1.1 Fabric store doesn't have enough material:
        1.1.1 Solution A: Inquire whether the store can order more of the preferred material within the deadline.
        1.1.2 Solution B: Try another local fabric store for the same or similar material.
        1.1.3 Solution C: Choose a complementary fabric and use both for upholstery.
        1.1.4 Solution D: Use a different fabric for the project.
    1.2 Need different tools from those expected:
        1.2.1 Solution A: Ask if a colleague has the proper tools.
        1.2.2 Solution B: Visit a hardware store to purchase tools.
        1.2.3 Solution C: Order tools online

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2. Assumptions
   2.1 Upholstery project only applies to the five chairs in the current dining room set
       - Validity assessment: Ask the client to confirm upholstery project doesn't extend to extra chairs kept in storage.
       - Plan if the client extends the project: Ask the client about the number of chairs for the project and plan to order additional materials to compensate for the extra chairs.
3. Issues
   3.1 Discovered instability in legs of one chair
       - Resolved issue Monday afternoon by replacing screws.
4. Dependencies
   4.1 Fabric store stock
   4.2 Client deadline
   4.3 Initial structural integrity of chairs (Dependency added to account for extra work completed to repair damaged chair legs.)

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