Decision and RAID Logs

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1. Slide: Why do we need to keep track of decisions?

   - Get buy in from everyone
     - Projects are collaborative
     - Everyone has distinct perspectives and interests
     - Building trust and confidence
     - Slows down decision making
   - Remember why we did something in the future
     - Captures nuance, impacts, context
     - Allows for continuous improvement and retrospectives
   - Communicate decisions to the rest of the team

2. Slide: What kinds of decisions do we log?

   - Critical decisions
     - Things with massive impacts
   - Course of action decisions
     - Understanding why the project chose to go one way or another
   - Risk management decisions
     - Enumerate all risks
     - Roadmap for handling uncertainties and unforseen challenges
   - Project team decisions
     - choices made regarding team composition, responsibilities and communication protocols
   - Deliverables decisions
     - what to deliver, when and how are critical for meeting project objectives.
     - insight into the rationale behind deliverable choices and serving as a reference for future projects with similar objectives
   - Metrics and evaluation decisions
     - ensures that the project team is aligned on the metrics that matter and facilitates data-driven decision-making
     - selection of key performance indicators (KPIs), evaluation methodologies and success criteria find a home in the decision log

3. Slide: What do we log?

   - Decision details

- who/what/when/where
- Potential impacts
- Potential solutions

- Decision maker
  - Clarity on who holds the decision-making reins is crucial for accountability and ensures that there's no ambiguity about who owns the outcome of the decision.

- Stakeholders involved
  - include the names/roles of the people directly impacted by the decision.

- Rationale
  - 'why' behind a decision is perhaps the most critical aspect. Document the thought processes, considerations and factors that contributed to the final choice

- Follow-up actions
  - Outline the course of action that follows each decision. This may include specific tasks, milestones, or actions that need to be taken based on the chosen path.

4. Slide: What is a RAID log?

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