RAID Log Template (Risks • Assumptions • Issues • Dependencies)

Free samples by Harish Raju • Agile + Technical Program Leadership

How to use

Use this as a single source of truth for leadership visibility. Update weekly and review in your program sync.

RAID Table

ID	Description	Impact	Owner	Due Date	Status	Mitigation / Next Step
R-001	Partner API latency may impact rollout	High	Owner Name	YYYY-MM-DD	Open	Add circuit breaker; run load test; align launch plan
A-001	Data contract remains stable during migration	Medium	Owner Name	YYYY-MM-DD	Open	Confirm with data team; document assumptions; monitor changes
I-001	Env setup failing for service X	High	Owner Name	YYYY-MM-DD	In Progress	Assign SME; unblock credentials; track daily until resolved
D-001	Need security review sign-off	High	Owner Name	YYYY-MM-DD	Open	Book review; share doc; follow up twice a week until complete

Weekly review prompts

• What changed since last week?
• What needs escalation?
• Which items are blocking delivery?
• What decision is needed and by when?