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Nexus Workgroup RAID Log

4th December 2013

- RAID Log enables Nexus Workgroup to record, monitor & control;
 - Risks
 - Assumptions
 - Issues
 - Dependencies
- Each category is recorded separately & enables Nexus Workgroup to effectively manage and document relevant information
- Actions and/or updates should be recorded
- Reviewed at each meeting

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- Issue
 - A relevant event that has happened, was not planned, and which requires action. Issues can be problems, benefits or situations
 - A Risk is something that may happen in the future
- Risk
 - Defined as ‘an uncertain event or set of events that, should it occur, will have an effect on the achievement of objectives
 - An Issue is something that is happening now
- Assumption
 - Something that is accepted as true or as certain to happen, without proof
 - Something taken for granted or accepted as true without proof

Issue Control Cycle

- Issues should be managed according to the following cycle;
 - Capture the issue
 - Analyse the issue
 - Propose options to action
 - Provide recommendation & rationale for preferred action
 - Agree course of action
 - Implement action
- Following this initial assessment issues should be subject to on-going monitoring & control

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Risk Management Process

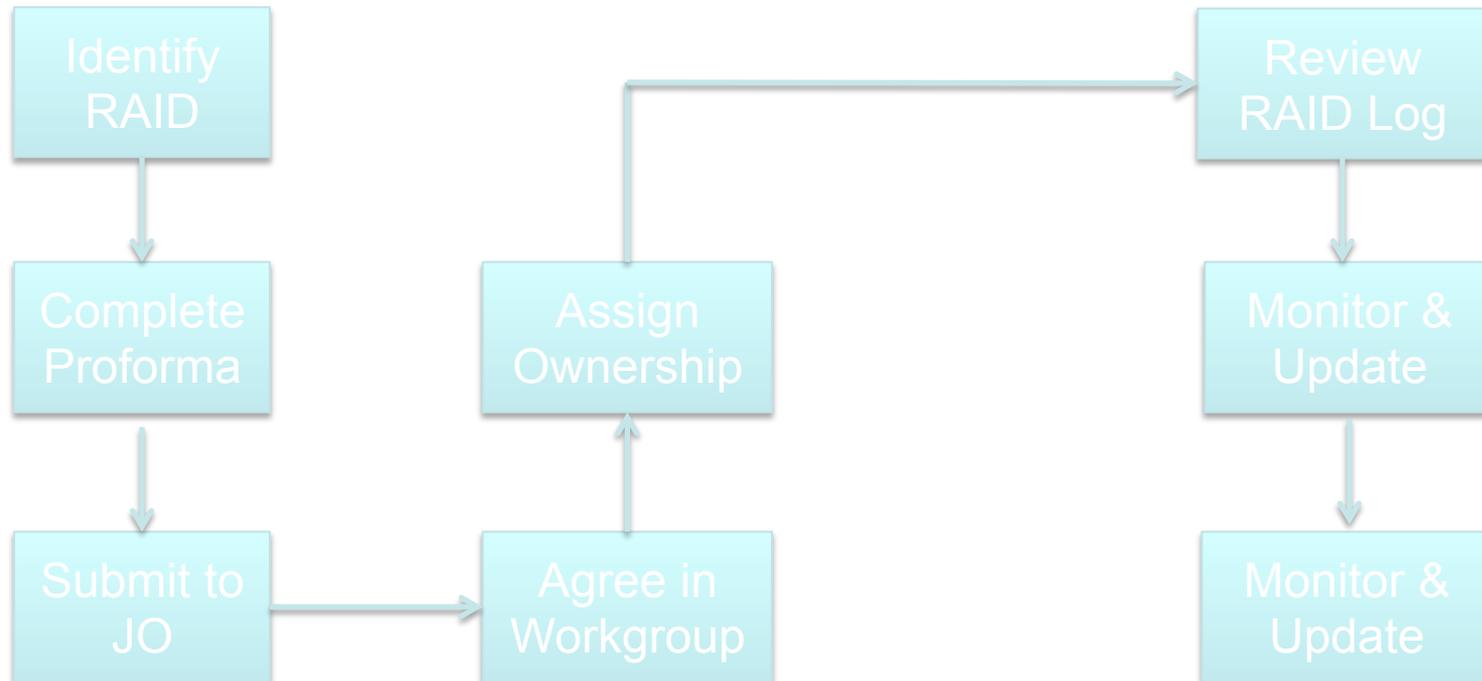
- The following approach for risk management;
 - Identified
 - Consider uncertainties that would affect the achievement of objectives within the context of a particular activity and clear description to ensure a common understanding
 - Assessed
 - Estimating the probability, impact & proximity of individual risks so they can be prioritised, and understanding the overall level of risk
 - Controlled
 - Planning appropriate responses to risks, assigning owners & individuals/parties responsible for actions & then implementing, monitoring & controlling these responses

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Proposed Process



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Proposed Process

- Raise Risk / Issue / Assumption / Dependency
 - Using Proforma on Joint Office Website
 - Submit to Joint Office for discussion at the next nexus Workgroup
- Item discussed & agreed in Workgroup
 - Agree information & scoring (risk & issues only)
 - Assign ownership
 - Agree any actions
- Monitor
 - RAID Log reviewed at each meeting & updated
 - Any further actions agreed

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Responsibilities

Party	Responsibility
Joint Office	Maintaining the RAID Log
Nexus Workgroup	Record Risks, Issues, Assumptions & Dependencies
Nexus Workgroup	Review & manage
Nexus Workgroup	Agree ownership & actions
Anyone	Raise Risk/Issue/Assumption/ Dependency
Owners	Take appropriate & agreed actions

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