Setting a RAG status for your project

Select RAG status for the project

The Project Manager should select the appropriate RAG status by:

- **Assessing the project** against **status** and **indicators** and using their **judgement** – see next slide

- The project team and Project Sponsor should be involved in discussions regarding the RAG status. If a Senior Supplier has been assigned to the project, they should also be included.

Select RAG status for the project

RAG	STATUS	INDICATORS	
GREEN	**Project is on track** Time and cost are within agreed levels	Time: Cost: Scope: Risk: Issue: Quality:	On track On budget On plan No significant risks No significant issues High quality solution, optimum user experience
AMBER	**Project may need help** Project requires attention to resolve problematic aspects, still moving forward	Time: Cost: Scope: Risk: Issue: Quality:	Delivery date is delayed by 2 months or less Budget is exceeded, but within 20% tolerance Scope is at risk Amber risks recorded Open issue(s) which could impact delivery Design of solution not optimised for users
RED	**Project needs help** There are significant issues that require attention; the Project team needs to escalate effectively.	Time: Cost: Scope: Risk: Issue: Quality:	Delivery date is delayed by more than two months or a critical milestone is at risk Budget is exceeded by more than 20% Project has exceeded scope/cannot deliver agreed scope Red risks recorded Significant issue impacting delivery Concerns regarding poor quality experience for users

CIO – if in doubt between GREEN and AMBER – make it AMBER - if in doubt between AMBER and RED – make it RED

Guidance

- Where there is one indicator relating to a RED status, judgement should be used to decide if the project should be declared RED on that basis, for example:

  - All factors are green or amber with the exception of time – the delivery date is likely to move out by more than 2 months, but there is no impact from the delay – project could be allocated AMBER status

  - All factors are green or amber with the exception of time – the delivery date is at risk of slipping by a week which would miss the start of term deadline – project should be allocated RED status

CIO – if in doubt between GREEN and AMBER – make it AMBER - if in doubt between AMBER and RED – make it RED

Guidance

- Quality indicator added by the CIO to provide a focus on the end users of the solution or service

- Examples of poor quality user experience could include:

  - Solution using a different sign on from EASE, requiring users to remember a different set of login details

  - Long rendering time for web pages

CIO - if in doubt between GREEN and AMBER – make it AMBER - if in doubt between AMBER and RED – make it RED

ASSIGNING a RAG STATUS

TIME	COST	SCOPE	QUALITY	RISK	ISSUE	OVERALL

RED
- TIME: MORE THAN TWO MONTHS LATE OR MISSING A CRITICAL DEADLINE
- COST: MORE THAN 75% OVER AGREED BUDGET
- SCOPE: SCOPE EXCEEDED OR CANNOT BE DELIVERED
- QUALITY: LOW QUALITY SOLUTION
- RISK: SIGNIFICANT RISKS REQUIRE ATTENTION
- ISSUE: SIGNIFICANT ISSUES IMPACTING DELIVERY
- OVERALL: HELP NEEDED

AMBER
- TIME: DELIVERY UP TO TWO MONTHS LATE OR A CRITICAL DEADLINE IS AT RISK
- COST: UP TO 20% OVER AGREED BUDGET
- SCOPE: SCOPE AT RISK
- RISK: RISKS COULD IMPACT DELIVERY
- ISSUE: ISSUES COULD IMPACT DELIVERY
- OVERALL: MAY NEED HELP

GREEN
- TIME: ON TIME
- COST: ON BUDGET
- SCOPE: SCOPE ON PLAN
- QUALITY: HIGH QUALITY SOLUTION
- RISK: NO SIGNIFICANT RISKS
- ISSUE: NO SIGNIFICANT ISSUES
- OVERALL: ON TRACK