

# ASSUMPTION TRACKER

**WHAT:** An assumption is something that is considered to be **true, real**, or **certain** without **proof** or **demonstration**

In 100  
WORDS

**WHY:** We rarely have the full facts, and assumptions are an effective way of being able to move forward when certainty is lacking. Trusting assumptions and treating them as facts can be dangerous, especially if they change.

**WHEN:** From the earliest point in the project and throughout, check on a regular basis.

**HOW:**

1. Spot the assumptions and watch for statements which are not fact-based.
2. Assess the confidence level
3. Assess the risk level
4. Work out who is the source of the facts
5. Review and reassess regularly



## USAGE

**SKILL:** Easy

**USE:** Early

**FORMAT:** Assess

**TIME:** 30 mins

**CRITICAL:** ★★☆☆☆

## To ASSUME MAKES AN ASS OUT OF U AND ME

Assumptions are great at helping give direction to a team when certainty is lacking, but quickly become dangerous if the circumstances change.

By tracking each assumption, giving them a confidence rating and a risk level, you can quickly spot any assumptions which are proving to be false before they become an issue.

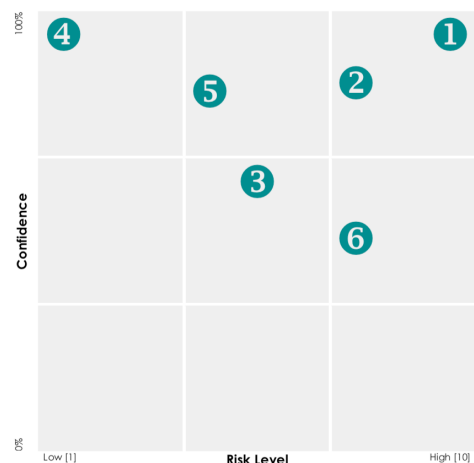
### Start by listing the assumption

Assumption	Confidence	Risk
<i>Details of the assumption being made</i>	<i>Percentage confidence</i>	<i>[1:low, 10:high]</i>
1 Assumption 1	90%	9
2 Assumption 2	80%	7
3 Assumption 3	60%	5

### Plot the Assumption Risks

Visualise the assumptions on a risk matrix.

1. Plot the confidence and level of risk if the assumption is wrong.
2. Where the assumption confidence is LOW and the risk is HIGH, rely on these assumptions less. Look to find more data to improve your confidence.
3. Where the assumption confidence is LOW and the risk is LOW, monitor, measure and look for more data when you have the chance.



### Write your mitigation plans

- What additional data is needed
- When is the next review
- Who is going to what, by when

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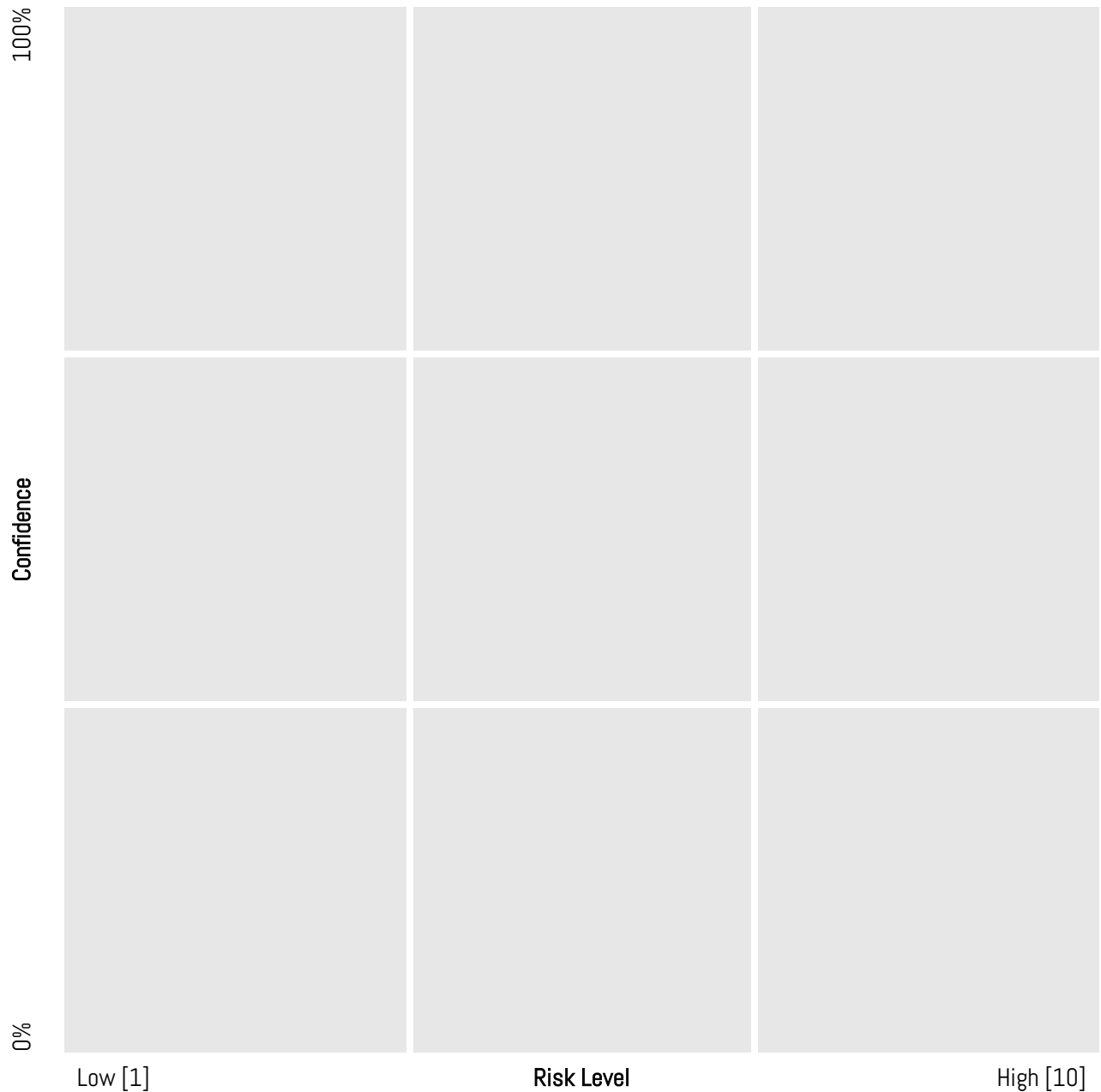
- **Assumption:** Details of the assumption being made
- **Confidence:** Percentage confidence in the assumption
- **Risk:** Rate from 1 (Low) to 10 (High) if the assumption is wrong
- **Owner:** Who has the facts

Assumption	Confidence	Risk	Owner
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

# ASSUMPTION RISK PROFILE

Map the assumptions onto the grid below.

1. Where the assumption confidence is **LOW** and the risk is **HIGH**, rely on these assumptions less. Look to find more data to improve your confidence.
2. Where the assumption confidence is **LOW** and the risk is **LOW**, monitor, measure and look for more data when you have the chance.
3. Where the assumption confidence is **HIGH**, monitor and measure regularly.



## Mitigation Plan

- What additional data is needed
- When is the next review
- Who is going to what, by when