

Risk Submission Example



What is a Risk?

An adverse event that may or may not occur, but has some probability of occurring.

STEP

1

Enter Risk Date and Title

Today's Date: 9/30/2020 **Note:** Use the Calendar to select today's date.

Title: Lack of bureau resources - Planning

STEP

2

Enter Risk Statement

If required DOC bureau resources are not available to support BAS Planning activities, then the schedule will be negatively impacted.

Note: Include "if" and "then" in your Risk Statement.

STEP

3

Enter Risk Description

Availability of SME's from bureaus is critical to ensure all requirements are captured accurately and timely. If resources are not available, then there will be delays with the project.

Note: The description provides additional information into the consequences if the Risk occurs.

STEP

4

Enter Risk Likelihood and Impact

Likelihood: Not Likely

Impact: Moderate

Note: Select the appropriate Likelihood and Impact values using the scale provided in the Risk/Issue Submission form.

STEP

5

Enter Trigger Date

2/1/2021

Note: This is the date when the Risk will become an Issue if the Response Plan(s) is/are not executed.

Use the calendar to select the date.

STEP

6

Enter Risk Category

Program Management (includes resources, schedule, scope, reporting)

Note: The Risk Category should indicate the area that is impacted most by the Risk.

STEP

7

Enter Risk Owner

John Doe

Name of person who is responsible for the risk and tracking the Response Plan(s).

Note: This is not necessarily the owner of the individual Response Plans or the person submitting the Risk.

STEP

8

Enter Risk Response Plan 1, Owner, Completion Date, & Status

Response Plan: Identify pool of non-dedicated resources to support project.

Owner: John Smith

Completion Date: 2/1/2021 This is the date by which actions listed in the Response Plan need to be completed to remove/reduce impacts of the Risk.

Status: In Progress

Note: The Response Plan(s) should address the actions needed to be taken to remove/reduce the likelihood or impact of the Risk or the adverse effect described in the Risk Statement.

STEP

9

Enter Risk Response Plans 2 - 5, Owner, Completion Date, & Status

Response Plan: Identify length of time non-dedicated resources are available in order to properly prepare for transitions with no productivity loss

Owner: Jane Smith

Completion Date: 2/1/2021

Status: In Progress

Submit additional Response Plan(s), Owner(s), Completion Date(s), and Status, if appropriate. Up to 5 Response Plans can be included per Risk.