**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
- **Title:** Lack of bureau resources - Planning

**STEP 2**
**Enter Risk Statement**

- If required OCC 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**
- Note: This is not necessarily the owner of the individual Response Plan(s), but 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
- **Status:** In Progress
- **Note:** The Response Plan(s) should address the actions needed to remove or 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.**