

Risk Assessment

The potential risks involved in undertaking a project can be presented in a tabular format as set out below. Some examples are given but your project needs to define the risk elements that are appropriate to you. A typical risk assessment table is likely to run to many rows. Other risk headings may include: hardware, software, network, data conversion, integration/interfacing, user acceptance etc.

Risk	Likelihood	Impact	Risk Management Approach/Mitigating Actions	Early Warning Signs
Skills				
Lack of in-house skills at initial stages	Low	High	Involvement of JISC/Becta staff to kick-start the process. Training the trainers.	Reluctance of staff to be involved or to act as trainers.
Loss of key staff	Med	Med	Succession planning and involvement of team players. Critical procedures should be recorded in a manual which is accessible and secure.	Unlikely to be early warning signs other than notice periods unless requests to attend interview received.
Not meeting the needs of staff with different levels of skill	Med-High	High	Introduce flexibility, customising material and a mentoring approach.	Non-attendance/drop-out from training sessions.
Management				
Failure to get all parties to share same understanding of purpose	Med	High	Definition of stakeholder needs and clear plan with well-defined deliverables. Use of sound project management methodology.	Differing views on forward plan. Confused messages in draft publications.
Lack of support by senior staff for something about which they have fear or lack of understanding	Med	High	Clear goals and objectives. Clear communications plan. Visible responsibility built into the ongoing management of the Project – action-oriented meetings, use of Intranet to show tasks, responsibility and progress. Sign-off of Plan by Steering Group. Review of new projects and priorities.	Non-attendance at meetings. Repetition of previous meetings. Staff not released for training.
Conflicting Staff Development plans and/or needs	High	Med	Analyse existing Staff Development programmes and identify integration opportunities. Build FPP into Appraisal process (requires time), performance management. Prioritisation and negotiation. Highlight any likely clash at steering board meetings.	Request for training to HR/Staff Dev. Officer.
Lack of buy-in and commitment by staff	Med	High	Clear communications plan. Staff Development event to introduce concept with 2-way involvement encouraged. This event further feeds this Risk assessment.	Non or variable attendance.
Change of priorities of Govt or College	Low	High	Ongoing review of new internal projects and priorities. Any external changes downgrading priority of use of ILT will be high profile.	Press, College Communications.

Example Risk Assessment Paperwork

JR Anderson



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