

**Programme Information Risk Log**

The risk log contains all risks to the project that have been identified. An explanation of the fields in the risk log is included at the end of this appendix.

<b>No</b>	<b>Description</b>	<b>Like-likelihood</b>	<b>Severity of Effect</b>	<b>Counter Measures</b>	<b>Status (C, E)</b>	<b>Owner</b>	<b>Date</b>	<b>Risk Type</b>
01	Lack of technical resources	M	H	Produce realistic plans, monitor the progress carefully, and ensure adequate resources are available.	C	Project Board	April 2006	P
02	Lack of user resources.	H	H	Identify appropriate level of dept resources required.  Ensure individuals aware of commitment required.  Produce realistic plans.  Monitor carefully.	C	Project Board	April 2006	P
03	Lack of engagement by key users	M	H	Proper consultation, proof of concept, successful pilot, involving users in decision making process.  Good and inclusive project board and project teams  Good communication during the life of project	C	Project Board	April 2006	B
04	No suitable document management system	L	H	The facility must be delivered by other means	C	Project Board	April 2006	B
05	Ineffective Project Board	L	H	Ensure executive is clear about the role of the PB so that s/he could direct them	E	Project Board	April 2006	B
06	Scope creep	L	H	Produce a comprehensive initial scope and resist scope creep unless supported by a	C	Project	April	

## Risk Log

				good case and properly funded.		Board	2006	B
07	Unwillingness of the sponsor to participate	L	H	Ensure project sponsor is aware of commitment prior to undertaking role	C	Project Manager	April 2006	B
08	Users have conflicting interests	M	M	Identify as soon as possible. Provide approved procedure for resolving conflicts.	C	Project Manager	April 2006	B

### **Key to Risk Log:**

#### **Risk number allocated**

Unique identifier for each item in risk log.

#### **Description**

Summary of risk

#### **Likelihood of occurrence**

Provides an assessment on how likely it is that this risk will occur. Classifications are: L-Low(<30%) , M-Medium (31-70%), H-High(>70%).

#### **Severity of effect**

Provides an assessment of the impact that the occurrence of this risk would have on the project.

#### **Counter measures**

Action to be taken to prevent, reduce or transfer the risk. This may include production of contingency plans.

#### **Status**

Indicates whether this is a current risk or if risk can no longer arise and impact the project. Classifications are: C-current or E-ended.

#### **Owner**

Individual responsible for the ensuring this risk is appropriately managed and counter measures are undertaken.

#### **Date identified**

Record of when risk was identified.

#### **Risk type (business, project, stage)**

Classification of the risk, business risks relate to delivery of achieved benefits, project risks relate to the management of the project such as timescales and resources, stage risks are risks associated with a specific stage plan.