

Appendix D Inspire Project Plan Risk Log

PROJECT NAME: INSPIRE Project Plan

Version No: 7

Date Issued: November 2007

Risk No	Risk Description	Probability H/M/L	Impact H/M/L	Owner	Countermeasures	Action Date	Status (Open/Closed)
01	Audit Commission does not approve Improvement Plan	L	H	CT	Work with relationship manager in production of Improvement Plan		Closed
02	Project does not achieve objectives because other initiatives distract focus	M	H	GJH/CT	Effective project management. Improved Council business planning.	Continuing	Open
03	Objectives and Values not approved on time	L	H	CT	Council has now approved Objectives and Values.		Closed
04	Values not effectively embedded within Council	L	M	CT	Values project team to develop and implement project to communicate and embed values	Continuing	Open
05	Lack of progress because of constraints on senior management time	M	H	GJH	Effective delegation and prioritisation; effective use of the project team. Effective use of additional resources and support from IDeA and other external support	Continuing	Open
06	Lack of progress because of bottlenecks in key services or corporate capacity	L	H	GJH/CT	Identify potential bottlenecks and consider use of resources to address problem areas. Areas such as HR, Communications and corporate support being addressed		Closed but review again in the light of the revised Plan
07	Counter productive press coverage or other adverse publicity	L	H	GJH/Leader/DR	Improved relationship established. Communications strategy	Continuing	Open

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08	Community Strategy priorities not approved by September/October	L	M	CT/SMc	Effective project plan; focus on this key part of critical path		Closed
09	Failure to take members along with the improvement agenda	M	H	GJH/Leader	Effective involvement/ communication/ develop member roles/ training and development/ mentoring etc	At least for first year	Open
10	Failure to take officers/staff along with the improvement agenda	M	H	GJH/CT/DR	Effective communication and change management techniques; values and service planning work.	At least up to end of 2007	Open
11	Unsuccessful review of progress by Audit Commission	L	H	CT	Effective management of improvement plan Continue to work with Improvement Board and Relationship Manager	Up to early 2008	Open
12	Momentum of change not sustained	H	H	GJH/Leader	Continued high level leadership and focus on the improvement plan	Continuing	Open
13	Housing Futures timetable will slip	L	H	Leader/Deputy/GJH/SH	Progress Housing Futures project and maintain flexibility in planning	For the next year	Open
14	Recruitment/retention of key staff	M	M	GJH/SH/SCG	The issue was addressed in the Workforce Plan – continue to review progress. Build into service plan process	Continuing	Open

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15	LSP Capacity	M	M	CT/ SMc	Measures to enhance LSP capacity – eg Council representation; Council support of LSP; participation in GO East scheme for assessing LSP capacity; Council approval of £100,000 for pump priming	At least up to April 08	Open

Abbreviations:

GJH = Greg Harlock, Chief Executive

SH = Steve Hampson, Executive Director

CT = Cecilia Tredget, Improvement Manager

SMc = Simon McIntosh, Corporate Manager

DR = Dale Robinson, Corporate Manager and Leader of Communications Workstream

SGC = Susan Gardner Craig, HR Manager