

1.20 APPENDIX C

Risk Management Workshop Agenda

Pre-workshop

- Establish and agree the workshop objectives
- Determine whether to appoint an external facilitator
- Arrange and undertake any pre-workshop analysis
- Identify participants (project team and key stakeholders)
- Prepare and issue workshop agenda to participants.

The structure of the Risk Workshop shall take the following format (approximate timings to be determined in discussion with Project Manager).

Introductions, workshop objectives and agenda

- College key requirements and Project Scope and Objectives
- Project Cost Estimate plus key assumptions and exclusions
- Project schedule, key dates, assumptions and exclusions

Outline of Brainstorm process, guidelines and expected deliverables. Risk Identification/idea generation.

- Generic Risks
- Risk specific to agreed Risk headings/Project Activities
- Review of risks raised and elimination of duplicate or insignificant risks

Risk Ranking

- Explanation of ranking and methodology to be used/scoring values
- Ranking of risks
- Identification of “Red” risks
- Agreement of “Red” risks and Top 20 risks on large projects

Proposals for treatment of “Red” and Project Risks and identification of best “Owner”

- Develop options and agree proposal for treatment of Red Risks
- Develop options and agree actions for treatment of all other Project Risks
- Identify Secondary risks (those arising from treatment of Red and Project risks)
- Develop options and agree proposals for treatment of Secondary Risks
- Identify timescales and short term actions required for treatment of Risks

Optional Quantitative Risk Analysis shall be carried out following the Brainstorm Session as follows:

- Determine cost and schedule ranges (as appropriate) for all Project Risks
- Agree assumptions, qualifications and exclusions from QRA and further actions required
- Input cost and schedule data to QRA model (using Risk Tool) (this may be undertaken outside the workshop)
- Present and review results of QRA (this may be undertaken outside the workshop)]

**Summarise and agree findings of Brainstorm Session.
Close and subsequently circulate results of meeting.**

Workshop deliverables

- Risk register containing details of agreed risk description, assessment and treatment plan
- Agreed risk ranking
- Follow-up actions.