

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 RSC/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 |