**Prepared by:**        **Date:**

**Project:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risks** | **Probability** | **Impact** | **Severity\*** |  |
| **Staff Risks** |
| Key staff will not be available when needed |       |       |       |  |
| Key skill sets will not be available when needed |       |       |       |  |
| Key staff will be lost during the project |       |       |       |  |
| Subcontractors will under-perform and fail to meet their assignments |       |       |       |  |
| **Equipment Risks** |
| Required hardware will not be delivered on time |       |       |       |  |
| Access to the development environment will be restricted |       |       |       |  |
| Equipment will fail |       |       |       |  |
| **Customer Risks** |
| Customer resources will not be made available as required |       |       |       |  |
| Customer staff will not reach decisions in a timely manner |       |       |       |  |
| Deliverables will not be reviewed according to the schedule |       |       |       |  |
| Knowledgeable customer staff will be replaced with those less qualified |       |       |       |  |
| A lack of project experience with this customer will result in delays or undermine the relationship |       |       |       |  |
| Conflict within the customer organization about the desirability or feasibility of the project will threaten it. |       |       |       |  |
| A lack of clear lines of responsibility and escalation will interfere with problem resolution |       |       |       |  |
| Benefits have not been quantified |       |       |       |  |
| Customer expectations for project development exceed the capabilities of technology |       |       |       |  |
| Customer expectations for the application exceed the capabilities of technology |       |       |       |  |

**\* Determination of Risk Severity:**

|  |  |
| --- | --- |
|  | **Impact** |
| **Probability** | **High** | **Medium** | **Low** |
| **High** | Extreme | High | Medium |
| **Medium** | High | Medium | Low |
| **Low** | Medium | Low | Minimal |
| **Risks** | **Probability** | **Impact** | **Severity\*** |  |
| **Scope Risks** |
| A lack of clarity in the scope definition will result in numerous scope changes |       |       |       |  |
| A lack of clarity in the scope definition will result in conflict with the customer about scope |       |       |       |  |
| Requirements for additional effort will surface |       |       |       |  |
| Changes of scope will be deemed to be included in the project |       |       |       |  |
| Scope changes will be introduced without the knowledge of project management |       |       |       |  |
| A lack of clearly defined acceptance criteria will cause delays in acceptance and signoff |       |       |       |  |
| A hurried estimate or one that has not been validated will result in a project plan that will not be met |       |       |       |  |
| **Technology Risks** |
| The technology will have technical or performance limitations that endanger the project |       |       |       |  |
| Technology components will not be easily integrated |       |       |       |  |
| The technology is unproved and will fail to meet customer and project requirements |       |       |       |  |
| The technology is new and poorly understood by the project team and will introduce delays |       |       |       |  |
| **Delivery Risks** |
| System response time will not be adequate |       |       |       |  |
| System capacity requirements will exceed available capacity |       |       |       |  |
| The system will fail to meet functional requirements |       |       |       |  |
| **Physical Risks** |
| The office will be damaged by fire, flood, or other catastrophe |       |       |       |  |
| A computer virus will infect the development environment or operational system |       |       |       |  |
| The team is not co-located which will impede communications and introduce errors |       |       |       |  |
| A team member will steal confidential project material and make it available to competitors of the Customer |       |       |       |  |
| **Management Risks** |
| The relative inexperience of the project manager will result in budget or schedule slippages |       |       |       |  |
| The lack of a clear escalation path will make issues difficult to resolve |       |       |       |  |
| Management will deem this project to have a lower priority for resources and attention |       |       |       |  |

**\* Determination of Risk Severity**

|  |  |
| --- | --- |
|  | **Impact** |
| **Probability** | **High** | **Medium** | **Low** |
| **High** | Extreme | High | Medium |
| **Medium** | High | Medium | Low |
| **Low** | Medium | Low | Minimal |