

Risk Plan – Building a Web Site to Teach Basket Weaving

last update: DATE

Ref	Identified Risk	Probability	Severity	Risk Management Strategy Comments (CO) / Mitigation (MT) / Amelioration (AM) / Opportunity (OP) / Fallback (FB)
1	Lack of subject knowledge	Low	High	MT: when choosing the project make sure that all team members can contribute. OP: use different skills of team members to choose topic.
2, 4, 5	Lack of 'buy in' from individual team members	High	High	CO: the team members know each other already from other projects so we know that everyone is motivated. AM: when allocating tasks identify alternative arrangements and avoid situations where the progress of the project is dependent on one individual team member only. FB: scale down the scope of the project.
3,4	Uncertainty of using facilities.	Medium	Low	CO: as access to the facilities is limited planning is difficult. MT: acquire as much theoretical knowledge about the facilities as possible from publicly available resources. AM: allocate well defined time slot where the team prioritizes getting to know the facilities. OP: the specification so late in the project allows embedding detailed features in the final product.
	ETC.			

Key: **CO**=comments to explain risk; **MT**=actions to reduce probability of risk; **AM**=safeguards to decrease severity; **OP**=positive outcomes; **FB**=fail back ("Plan B")

© Marc Conrad, 2015.

You can use this template for your project at no cost as long as you reference: Special Topics on Project Management (online), available at: <http://perisic.com/stpm>.