

Risk Management Plan Template

Project Name: Bush works Trench Excavation Project
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Description of Risk Management Methodology to be Used:
Approaches Qualitative risk analysis: This approach assesses risks based on their probability of occurrence and potential impact using qualitative scales such as low, medium, or high. It relies on expert judgment and is useful for identifying key areas of concern. Qualitative risk analysis is effective in the early stages of a project when detailed data may be limited. It helps prioritise risks for further analysis and response planning. Quantitative Risk Analysis: This approach involves assigning numerical values to risks based on their probability and impact. It utilises statistical techniques to quantify the overall risk exposure and estimate potential project outcomes. Quantitative risk analysis is valuable when precise data is available, allowing for more accurate risk assessment and decision-making. It helps in evaluating the cost-effectiveness of risk mitigation measures. Risk Register: A risk register is a structured document that captures and maintains information about identified risks throughout the project lifecycle. It typically includes details such as risk description, likelihood, impact, owner, and planned responses. The risk register serves as a central source for tracking risks, monitoring their status, and documenting response strategies. It facilitates communication among project stakeholders and ensures risks are actively managed. Risk Response Planning: This involves developing strategies to address identified risks, including mitigation, contingency, or acceptance. Mitigation actions aim to reduce the likelihood or impact of risks, while contingency plans prepare for potential adverse events. Risk response planning ensures proactive management of risks by defining specific actions to be taken if threats or opportunities materialise. It helps minimise disruptions to project objectives and enhances overall project resilience.
Tools Risk Register: A risk register is a central repository where all identified risks and relevant details are recorded, such as their description, probability, impact, owner, status, and planned responses. It helps track risks throughout the project lifecycle and ensures they are actively managed. Probability-Impact Matrix: This matrix is used to assess risks based on their likelihood of occurrence and potential impact. Risks are typically categorised into low, medium, or high probability and impact zones, helping prioritise them for further analysis and response planning. Risk Assessment Matrix: Similar to the probability-impact matrix, the risk assessment matrix evaluates risks based on their severity, combining factors such as probability, impact, and detectability. It provides a visual representation of risk levels and guides decision-making on risk response strategies.

Risk Scoring Models: These models assign numerical scores to risks based on predefined criteria, such as likelihood, impact, and urgency. Risks are ranked or prioritised based on their total score, allowing for systematic identification of high-priority risks requiring immediate attention.

SWOT Analysis: SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis is a strategic planning tool used to identify internal strengths and weaknesses of a project or organisation, as well as external opportunities and threats. It helps assess risks and opportunities within the project's context.

Risk Workshops/Brainstorming Sessions: These interactive sessions involve key project stakeholders brainstorming and discussing potential risks and their implications. They facilitate collaboration, knowledge sharing, and the identification of diverse perspectives on risks.

Checklists: Risk checklists contain predefined lists of common project risks based on industry standards or historical data. They serve as a guide during risk identification and ensure important risks are not overlooked.

Root Cause Analysis: This technique investigates the underlying causes of risks to understand their origins and triggers. By identifying root causes, project teams can implement preventive measures to address recurring issues and reduce the likelihood of future risks.

Data Sources

Historical Project Data: Analysing data from past projects within the organisation can provide insights into common risks, their impacts, and successful risk response strategies. This historical data serves as a valuable reference point for risk identification and mitigation planning.

Industry Standards and Best Practices: Utilising industry-specific standards, guidelines, and best practices can help identify common risks and recommended risk management approaches. Industry associations, regulatory bodies, and professional organisations often publish valuable resources on risk management.

Expert Judgment: Seeking input from subject matter experts within the organisation or external consultants can provide valuable insights into potential risks and effective risk mitigation strategies. Experts with domain-specific knowledge and experience can offer valuable perspectives on risk assessment and management.

Stakeholder Input: Engaging stakeholders, including project team members, clients, customers, suppliers, and regulators, can help identify risks from diverse viewpoints. Stakeholder consultations, interviews, surveys, and workshops can uncover risks that may not be apparent through other data sources.

Risk Registers and Lessons Learned: Reviewing existing risk registers, lessons learned documents, and post-project evaluations can provide valuable information on past project risks, their impacts, and the effectiveness of risk response actions. These documents serve as repositories of valuable project knowledge and experiences.

Market Research and Environmental Scanning: Conducting market research and environmental scanning helps identify external factors that may pose risks to the project, such as market trends, economic conditions, technological advancements, and regulatory changes. Monitoring industry news, market reports, and competitor activities can provide valuable insights into potential risks and opportunities.

Data Analytics Analysing project data using data analytics techniques and predictive demonstrating can help identify patterns, trends, and correlations that may indicate potential risks. Data sources may include project schedules, budgets, performance metrics, and quality indicators.

Risk Management Software and Tools: Leveraging specialised risk management software and tools can facilitate data collection, analysis, and visualisation. These tools often include features such as risk registers, risk assessment matrices, and reporting capabilities to support comprehensive risk management practices.

Roles and Responsibilities:

Project Manager:

Role: Oversees the planning, execution, and monitoring of the project, including risk management processes.

Responsibilities: Develops the risk management plan, identifies and assesses risks, assigns owners to manage specific risks, monitors risk responses, and reports on risk status to stakeholders.

Project Team Members:

Role: Execute project tasks and contribute to risk management efforts within their areas of expertise.

Responsibilities: Identify project risks, report potential risks to the project manager or risk manager, and implement risk response actions as directed.

Safety Officer:

Role: Oversees the implementation of safety protocols and procedures to minimise health and safety risks.

Responsibilities: Identifies safety-related risks, recommends safety measures, ensures compliance with safety regulations, and monitors safety performance throughout the project.

Financial Controller:

Role: Manages project budgets and financial resources.

Responsibilities: Assesses financial risks, evaluates the financial impact of identified risks, and collaborates with the project manager to develop cost-effective risk response strategies.

Quality Manager:

Role: Ensures that project deliverables meet quality standards and requirements.

Responsibilities: Identifies quality-related risks, recommends quality assurance measures, and monitors quality performance to prevent or mitigate quality-related risks.

Risk Management Action #1:

Team Leader

- Project Manager

Responsibilities:

- Oversees the overall risk management action plan.
- Provides guidance and support to the team members.
- Ensures alignment of the action plan with project objectives.
- Coordinates with stakeholders to communicate progress and address any concerns.

Team Members

- Procurement Manager
- Logistics Coordinator
- Equipment Supervisor

Procurement Manager:

- Initiates early procurement processes for essential excavation equipment.
- Maintains regular communication with equipment vendors to track order status.
- Identifies alternative suppliers or rental options for critical equipment.
- Negotiates contracts with equipment suppliers to include delivery timelines and contingency provisions.

Logistics Coordinator:

- Assists the procurement manager in coordinating transportation and delivery logistics.
- Tracks the movement of equipment from suppliers to the project site.
- Updates project schedules based on equipment delivery timelines.
- Alerts the project manager and team members about any potential delays or issues.

Equipment Supervisor:

- Collaborates with the procurement manager to assess equipment requirements.
- Provides input on backup equipment options and availability.
- Ensures that backup equipment is readily available in case of delays.

- Coordinates with the logistics coordinator to facilitate the smooth delivery of equipment to the project site.

Support

- Finance Department
- Stakeholders (Client, Equipment Suppliers)

Finance Department:

- Provides financial support for equipment procurement activities.
- Assists in budget planning and allocation for equipment purchases.
- Reviews contractual agreements with equipment suppliers to ensure compliance with financial guidelines.

Stakeholders (Client, Equipment Suppliers):

Provides input on equipment specifications and delivery requirements.

Collaborates with the project team to address any concerns or issues related to equipment procurement and delivery.

Supports the project team in implementing risk mitigation strategies to minimise the impact of equipment delivery delays

Risk Management Action #2:

Team Leader

- Site Supervisor

Responsibilities:

- Leads the implementation of the action plan and coordinates with team members.
- Oversees site survey and assessment activities and ensures timely completion.
- Develops contingency plans and safety protocols in collaboration with the team.

Team Members

- Geotechnical Engineer
- Utility Locator
- Safety Officer

Responsibilities:

Geotechnical Engineer:

- Conducts detailed site investigations to assess soil stability and identify potential hazards.
- Provides expertise in evaluating soil conditions and recommending appropriate excavation methods.
- Assists in developing contingency plans based on site assessment findings.

Utility Locator:

- Identifies underground utilities and potential conflicts that may pose risks during excavation activities.
- Coordinates with utility companies to obtain accurate utility maps and information.
- Collaborates with the team to develop strategies for working around underground utilities.

Safety Officer:

- Implements safety protocols to mitigate the risk of accidents and injuries on the site.
- Provides specialised training for project team members on recognising and responding to site hazards.
- Monitors site conditions and ensures compliance with safety regulations throughout the project duration.

Support

- Project Manager
- Legal Support

Project Manager:

- Provides overall support and guidance for implementing the action plan.
- Allocates resources and budget as needed to support site survey and assessment activities.
- Coordinates with stakeholders and regulatory authorities to address any concerns related to site conditions.

Legal Counsel:

- Reviews contractual agreements and ensures compliance with legal requirements related to site investigations and risk management.
- Provides legal advice and guidance on contractual protections and liability issues.

[Add sections as needed]

Budget:

Allocate funds for additional site investigations, monitoring equipment, and safety training as required by the action plan.

Timing: (Describe how risk management will relate to the project life cycle, and at what points it will be reviewed during the execution:

1. Initiation Phase:

- During the initiation phase, the focus is on defining the project objectives, scope, and stakeholders' requirements.
- Risk management activities in this phase involve identifying initial project risks, such as uncertainties regarding project goals or stakeholder expectations.
- Risks identified during this phase may include unclear project objectives, inadequate stakeholder engagement, or insufficient resources.
- Review Points: Risk management is reviewed during project initiation to ensure that initial risks are identified and documented in the risk register. The risk management plan is developed or updated to outline how risks will be managed throughout the project.

2. Planning Phase:

- In the planning phase, detailed plans are developed for project scope, schedule, budget, resources, and quality management.
- Risk management activities in this phase focus on conducting comprehensive risk assessments, analysing potential impacts, and developing risk response strategies.
- Risks identified during this phase may include technical challenges, resource constraints, or external dependencies.
- Review Points: Risk management is reviewed during project planning to finalise the risk register, risk assessment, and risk response strategies. The risk management plan is refined based on the project's specific requirements and constraints.

3. Execution Phase:

- During the execution phase, project activities are carried out according to the established plans and schedules.
- Risk management activities in this phase involve implementing risk response strategies, monitoring identified risks, and addressing emerging risks as they arise.
- Risks encountered during this phase may include delays in deliverables, budget overruns, or quality issues.
- Review Points: Risk management is continuously reviewed throughout the execution phase to assess the effectiveness of risk response strategies and monitor changes in risk exposure. Regular project status meetings or progress reports include updates on risk management activities and any changes to the risk profile.

4. Monitoring and Controlling Phase:

- In the monitoring and controlling phase, project performance is monitored against the project management plan, and corrective actions are taken as necessary.
- Risk management activities in this phase involve tracking identified risks, evaluating their impact on project objectives, and adjusting risk response strategies as needed.
- Risks managed during this phase may include deviations from the project schedule, scope changes, or unforeseen events.
- Review Points: Risk management is reviewed regularly during the monitoring and controlling phase to ensure that risks are effectively managed and that any new risks are promptly addressed. Key performance indicators related to risk management are monitored to track progress and inform decision-making.