

**EGI-Engage**

Risk analysis and risk response for Period 1

D1.2

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| **Date** | 08 October 2015 |
| **Activity** | NA1 |
| **Lead Partner** | EGI.eu |
| **Document Status** | DRAFT |
| **Document Link** | <https://documents.egi.eu/document/2595>  |

Abstract

This document provides guidelines on how risk management (identification, analysis, response and control) will be conducted in EGI-Engage project. It also provides the results of the first re-assessment of the probability and impact of risks identified during the project proposal phase and the proposed response, as well as the result of new risk identification activities.

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**DELIVERY SLIP**

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**DOCUMENT LOG**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Issue*** | ***Date*** | ***Comment*** | ***Author/Partner*** |
| **v.1** | 1.10.2015 | First draft | Małgorzata Krakowian/EGI.eu |
| **v.2** | 8.10.2015 | Version after internal review | Małgorzata Krakowian/EGI.eu |
| **v.3** | 28.10.2015 | Version after external review | Małgorzata Krakowian/EGI.eu |

**TERMINOLOGY**

A complete project glossary is provided at the following page: <http://www.egi.eu/about/glossary/>

The following definitions are used in the EGI-Engage Risk management process:

**Risk:** a risk is defined as an uncertain event or condition that if it occurs, has a negative (threads) or positive (opportunities) effect on a Project's Objectives. (Source: PMBOK) In EGI-Engage the risk management process has been limited to threads.

**Risk Registry:** a database of identified risks with the associated analysis and response planning as well the estimation of risk occurrence and the history of their treatment.

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# Introduction

Project Risk management process includes conducting risk management planning, identification, analysis, response planning and control. The objective is to detect threads and decrease their likelihood and impact by proper treatment as well as to collect lessons learned from risks occurrence to facilitate continuous learning of project management team.

Benefits of a risk management include:

* Increase focus and attention on risks
* Proactive approach for preventing risks from becoming issues
* Provide a consistent approach for analyzing, prioritizing, communicating and managing risks
* Provide an approach to efficiently and effectively mitigate risks
* Save cost and time by identifying, prioritizing, and managing risks
* Increase the impact and success of the project

In section 2 each of the sub-processes is described with a clear definition of its inputs, outputs and actions performed, as well as the related supporting materials.

Actors involved in the process are defined in Section 4 with clear description of responsibilities.

Section 5 provides the results of the first re-assessment of the probability and impact of risks identified during the project proposal phase and proposed response, as well as the results of new risk identification performed within the Work Packages.

The Risk registry has been reviewed by the Work Package leaders and the Project Management Board. It is kept confidential, with access restriction to PMB and AMB members only, it is an excel table attached to the deliverable (appendix A).

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* Work Package leaders periodic rick review (every 3 months)

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# Timing and reporting

This section describes when and how often the Risk Management Process will be performed during the project life cycle.

The Risk Management Process timing is as follow:

* **Continuously** **(whenever necessary)**
	+ Work Package Leaders are
		- applying risks response measures
		- reporting by email on risk occurrence to the Quality and Risk Manager
		- reporting by email on new risks identified to the Quality and Risk Manager
* **On a monthly basis (whenever necessary)**
	+ Quality and Risk Manager is
		- reporting by email to PMB about risks occurrence and newly identified risks which require PMB attention.
* **Every 3 months**
	+ Quality and Risk Manager is conducting risk registry review with Work Package leaders (through Activity Management Board), including:
		- identifying deprecated risks
		- reassessment of impact and probability of existing risks
		- reviewing of risk response
		- identification of new risks
	+ Quality and Risk Manager is reporting during PMB meeting about the results of the review.

# Actors involved

Involved actors are project team members who take part in risk management process. All actors have clearly assigned roles and responsibilities, which are defined as follow:

**Quality and Risk Manager**

Responsible for:

* coordinating project risk management activity
* defining and keeping up to date risk management plan
* helping Work Package leaders in risk analysis and response
* performing risk registry reviews
* reporting to Project Management Board risk management status

**Technical Coordinator**

Responsible for:

* coordinating with Work Package leaders implementation of risk response plan
* performing risk analysis and coordinating contingency planning tasks within the project

**Work Package leaders**

Responsible for:

* identifying and defining new risks
* reviewing the status of identified risks during risk registry review
* implementing an appropriate risk response plan within their WP
* reporting on risk status and its occurrence to Quality and Risk Manager

**Project Management Board**

Responsible for:

* approving risk response for risks level high and extreme
* supporting Technical Coordinator in performing risk analysis

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# First results of the risk analysis activity

Risk analysis has been performed by Work Package leaders with the support of the Quality and Risk Manager in September 2015.

All 20 risks identified during the project proposal phase (foreseen) have been reviewed according to the following questions:

* Are the risks still relevant to the project?
* Have the risk levels changed?
* Are the proposed countermeasures still valid and being applied?
* Are the consequences of the risk occurrence still valid?

In addition for each risk an owner has been assigned, the Work Package leader responsible for coordinating the treatment application, as well as the trend in comparison to the risk level defined during the project proposal phase.

Each Work package leader has also been responsible, based on a 6 month period experience, to identify new risks (unforeseen) and report on risks materialized (occurrence of events related to the risks) during the period.

As a result of the review:

* From 20 (foreseen) risks 11 have been identified as deprecated, not applicable to the project any more
	+ 4 – Risks duplicated by other risks
	+ 4 – Risks not valid any more
	+ 3 – Risks not related to the project but to the EGI Infrastructure
* 9 (foreseen) risks have been identified as still relevant
	+ Risk level
		- 2 – high
		- 2 – medium
		- 5 – low
	+ Risk trend
		- 3 – stable – risk level has not change
		- 6 – improving – risk level has been decreased
* 31 (unforeseen) new risks have been identified
	+ Risk level
		- 15 – high
		- 10 – medium
		- 6 – low
* 5 events occurred, related to 3 risks
	+ Risk event occurrences’ status
		- 3 – improving
		- 2 – stable
* No risks have been identified as requiring a contingency plan.

# Conclusions

Risk management process is part of Activity Management Board and Project Management Board activities. Quality and Risk Manager is in charge of coordinating and controlling the process.

Any issues related to the process will be reported to Work Package 1 leader.

The risk management process assessment and revision will be part of deliverable D1.4 Risk analysis and risk response for Period 2 delivered in project month 20.