

**EGI-Engage**

Deliverable Review Form

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| **Details of the document being reviewed** | | | |
| *Title:* | **D1.2 “Risk analysis and risk response for Period 1”** | *Document identifier:* | **EGI-doc-2595** |
| *Project:* | **EGI-Engage** | *Document url:* | <https://documents.egi.eu/document/2595> |
| *Author(s):* | **Małgorzata Krakowian** |  |  |

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| **Identification of the reviewer** | | | |
| *Reviewer:* | **Luciano Gaido** | *Activity:* |  |

**General comments on the content**

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| **Comments from Reviewer:** |
| This review of the document is related to the risk management procedures only, an assessment of the risks listed in the attached excel document are out of the scope of the review.  The document correctly addresses both goal and scope of the deliverable. However, there are some weaknesses which should be fixed.  The first issue is related to the Risk Management Team: it is not clear whether this is a real team (a working group) with a coordinator and well defined terms of reference or a sort on ‘informal’ team, i.e. a group of different people acting on demand under the light coordination of a responsible (the Q&R risk manager). The description is not clear enough, although it can be supposed that the team is informal. If this is the case I don’t see any strong reason to talk about a team, better talking about different actors for risk management with different roles and responsibilities whose activities related to risk management are driven by a well defined plan (described in this document) and supervised by the Q&R manager.  The chapters of the document should be reordered: section 4 (note that the numbering of subsections is wrong), “Risk Management Process”, should come first, just after the introduction, then there should be the section describing the “Involved actors” (the current section 2), the Timing (current section 3) and finally the current section 5 (Risk analysis), but the title should be changed to “First results of the risk analysis activity” or something similar). I recommend to add “Conclusions” section in order to also describe whether the risk management procedures themselves will be assessed (and when and how) and revised if needed.  Additional specific comments and corrections are reported in the document itself (track changes is on). |
| **Response from Author:** |
| **The Risk management team is a term used in Project management book of knowledge to describe actors involved in risk management activities. I’ve changed the name to “actors involved” as suggested to not confuse that the team is a formal body in the project.**  **Changes in the chapters order have been applied, as well as naming, and additional “**Conclusions**” chapter have been added.**  **Corrections have been applied from the document and additional replied have been added in the reviewer’s version of the document.** |

**Additional comments**

*(not affecting the document content e.g. recommendations for the future)*

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| **From reviewer:** |
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**Detailed comments on the content**

| **N°** | **Page** | **§** | **Observations** | **Reply from author (correction / reject,  …)** |
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**English and other corrections:**

Note: English and typo corrections can be made directly in the document as comments.