|  |  |
| --- | --- |
| Project Risk Survey Collection  |  |

|  |  |  |
| --- | --- | --- |
|  | Project Name: |  |
|  | [Project Name] |  |
|  | Date: |  |
|  | [Date] |  |

## The project scope is:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|[ ]  Well defined and understood |[ ]  Somewhat defined, but subject to change |[ ]  Poorly defined and/or likely to change |  | [*Enter Total]*  : High[*Enter Total]* : Medium[*Enter Total]* : Low |

Proposed Probability: *[Enter %]*

Proposed Impact: *[Enter 1-5]*

Proposed Mitigation: *[Enter Mitigation. See Options below]*

## The requirements of the project are:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|[ ]  Understood and straightforward |[ ]  Understood but very complex or straightforward but not well-defined |[ ]  Very unclear or very complex |  | [*Enter Total]* : High[*Enter Total]*: Medium[*Enter Total]*: Low |

Proposed Probability: *[Enter %]*

Proposed Impact: *[Enter 1-5]*

Proposed Mitigation: *Enter Mitigation. See Options below]*

## The project hour estimates are:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|[ ]  Agreed to and well estimated |[ ]  High-level estimates  |[ ]  Estimates are not agreed  |  | [*Enter Total]* : High[*Enter Total]*: Medium[*Enter Total]*: Low |
|  |  |  |  |  |  |  |  |

Proposed Probability: *[Enter %]*

Proposed Impact: *[Enter 1-5]*

Proposed Mitigation: *Enter Mitigation. See Options below]*

## The project duration is:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|[ ]  Based on scope, resources hour estimates and considering risk |[ ]  Based on high-level estimates, requirements are not complete |[ ]  Based on scope that is not well defined and estimates have not been identified.  |  | [*Enter Total]* : High[*Enter Total]*: Medium[*Enter Total]*: Low |

Proposed Probability: *[Enter %]*

Proposed Impact: *[Enter 1-5]*

Proposed Mitigation: *Enter Mitigation. See Options below]*

## Dependencies on Vendor:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|[ ]  There is no dependency on a vendor or RFP |[ ]  There is a dependency on a vendor, but the RFP or Vendor is ready.  |[ ]  The project requires a RFP and/or Vendor and the process has not started. |  | [*Enter Total]* : High[*Enter Total]*: Medium[*Enter Total]*: Low |

Proposed Probability: *[Enter %]*

Proposed Impact: *[Enter 1-5]*

Proposed Mitigation: *Enter Mitigation. See Options below]*

## The scope of the project:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|[ ]  Is something the project team has done before |  |[ ]  Is something that the project team has not done before but there is past projects to use as history |[ ]  I something that is new the project team and there is not a past project to review |  | [*Enter Total]* : High[*Enter Total]*: Medium[*Enter Total]*: Low |

Proposed Probability: *[Enter %]*

Proposed Impact: *[Enter 1-5]*

Proposed Mitigation: *Enter Mitigation. See Options below]*

## Project Resources:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|[ ]  Have been identified and are being utilized to gather estimates |[ ]  Have been identified but are not ready to start on project  |[ ]  Have not been identified  |  | [*Enter Total]* : High[*Enter Total]*: Medium[*Enter Total]*: Low |

Proposed Probability: *[Enter %]*

Proposed Impact: *[Enter 1-5]*

Proposed Mitigation: *Enter Mitigation. See Options below]*

## Additional Risk questions:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|[ ]  High |[ ]  Medium |[ ]  Low |  | [*Enter Total]* : High[*Enter Total]*: Medium[*Enter Total]*: Low |

Proposed Probability: *[Enter %]*

Proposed Impact: *[Enter 1-5]*

Proposed Mitigation: *Enter Mitigation. See Options below]*

## Additional Risk questions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|[ ]  High |[ ]  Medium  |[ ]  Low |  | [*Enter Total]* : High[*Enter Total]*: Medium[*Enter Total]*: Low |

Proposed Probability: *[Enter %]*

Proposed Impact: *[Enter 1-5]*

Proposed Mitigation: *Enter Mitigation. See Options below]*

# Additional Risks:

[Add your comments here.]

Possible Risks and Mitigations

Scope risk factors:

* The scope of the project is poorly defined
* Hard to provide sound estimates
* Easy to have scope creep
* Hard to gather detailed requirements

Scope Mitigation Plans:

* Define various components of scope, such as expected deliverables and known requirements
* Define all out of scope items and document in Charter
* Start defining high-level business requirements
* Define all assumptions when creating estimates
* Ensure there is a process in place for changes in scope

Requirement risk factors:

* Difficulty understanding the expectations of the project
* Likelihood that the solution will not meet the business need
* Difficulty to document the requirements adequately

Estimates risk factors:

* Resources not involved in estimates
* Resources giving high estimates due to unknowns

Requirement Mitigation Plans:

* Hold a requirements gathering session with all stakeholders
* Ensure that stakeholders sign off on requirements.
* Ensure there is a process in place for requirement changes
* If customers have not gone through providing business requirements, consider a training session on gathering business requirements for the customers.

Estimate Mitigation Plans:

* Ensure resources are involved in giving estimates
* Utilize estimation techniques to help achieve realistic estimations such as Analogous Estimating, Parametric Estimating, or Three Point Estimates

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