

A4 Risk Management Template

| Project Risk Management Plan | | | |
|--|--|-------------|---|
| Risk description | Contributing factors | Risk rating | Management strategies |
| Project manager not appointed | job description covers too many specialised tasks for one person | high | Split the job into specific contractable tasks. Such individuals are known to be available. |
| Communication with mentors is compromised by inefficient communication technology | Video conferencing and screen-sharing not possible from Puke Ariki | Medium | The Society can communicate via personal computers in the interim. Puke Ariki management to fast-track "Peoples' Network" |
| Digitisation of private records is delayed due to no clear national guidelines for format | National guidelines still being discussed | Low | Determine best current practise and use this |
| Lack of ongoing input / review of information by representatives of all partners during the adoption / implementation phases of the project. | Poor timetabling and meeting dates not set | Low | This may be avoided by commitments at outset by TERRAIN governance structure, and partnership agreement. |
| Legal challenge to data used from Pukekura Friends of the Park | Intellectual property rights not fully documented in the metadata | Low | Pay particular attention to intellectual property rights and accuracy of metadata |
| There is a strategic risk if the cost of assuring interoperability is higher than expected. | The system is more complex than anticipated or cost estimates inaccurate | Medium | Investigate alternative interoperability measures to ensure a workable solution appropriate to the level of funding available, to facilitate system completion. |
| Type here | Type here | Type here | Type here |
| Type here | Type here | Type here | Type here |
| Type here | Type here | Type here | Type here |
| Type here | Type here | Type here | Type here |

| Technological Risk Management Plan | | | |
|------------------------------------|---|-------------|---|
| Risk description | Contributing factors | Risk rating | Management strategies |
| System does not work as planned | System requirements not properly understood and documented/reported | Low | Ensure requirements report is considered and verified by all key partners |

| | | | |
|---|---|--------|--|
| Data not able to be analysed using GIS software | inappropriate data formats used | Low | Ensure sufficient input from GIS users/developers during the planning and implementation phases |
| Confidential data released to unauthorised persons and/or inappropriate use of data | 1. Access permissions not set correctly 2. Criteria for access not adequately defined | Low | 1. Record and follow procedures for data access authorization and identity verification etc 2. Ensure access criteria well investigated and agreed by all parties |
| Support in Principal to the concept from other potential partners (TLA's, Government Departments) not achieved. | 1. Capability to produce quality research outputs not effectively demonstrated. 2. Insufficient or ineffective Public Relations work done by Project Manager | Medium | 1. Ensure that an effective framework for contribution of data - criteria for acceptance of data, veracity and value of information, format of data etc. is established 2. Ensure Project Manager selected has excellent P. R. skills, and total buy-in and enthusiasm for Project. |
| Quality of the system, data, its formats etc. not of a high standard. | Appropriate standards not identified and adhered to. NOTE: Some standards may not yet exist! | Low | Investigate, document and follow, where possible, Agreed National Standards - digital data and Geo-spatial data and metadata standards etc |
| Database unable to store huge volume of data available | 1. Greater than expected buy-in from partners, and higher number of willing participants. 2. Insufficient provision made for data storage initially | Low | 1.& 2. Insure initial investigation includes adequate data storage facilities, and suggests appropriate future data storage options that allow for exponential growth |
| | | | |
| | | | |
| | | | |

Risk description: Identify what each risk is

Contributing factors: What are the things that you think could cause the risk?

Risk rating: Indicate if the risk is high, medium or low.

Management strategies: What do you plan to do to manage or mitigate the risk?