

## A4 Risk Management Template

Project Risk Management Plan			
Risk description	Contributing factors	Risk rating	Management strategies
Kete data repository costs exceed estimate	Development work is more difficult, or more features are added as we progress	low	Pre-commissioning visit by Katipo staff to Discover PPPP vision, examine data, discuss technical resources and expectations
Kete does not display metadata and copyright as desired	Uploading of data is not set up correctly. Katipo unaware of requirements and diversity of information sources	low	Thorough research into metadata and copyright issues for online content done by PPPP.
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
Staff resignations	Bickering, bullying and personality clashes.	high	Identify cause of clash, speak plainly, address problem by soliciting solutions from both parties. Respectful behaviour required.
Testing of archiving process discovers that significant reappraisal is required	Material complicated by nature of material not fitting database/GIS structure	low	deal with problem with reference to known expert
Communication with mentors is compromised by inefficient communication technology	Video conferencing and screen-sharing not possible from Puke Ariki	low	The Partners now have access to teleconference facilities, and may use the council training facilities.
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.
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.
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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	Training essential 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?