

Migration Risk Assessment Matrix

Risk Identification Worksheet

Technical Risks

Risk Factor	Current State	Risk Level	Impact	Probability	Mitigation
Database Size	[GB]	[H/M/L]	[1-5]	[1-5]	[Strategy]
Custom Modules	[Count]	[H/M/L]	[1-5]	[1-5]	[Strategy]
Integration Points	[Count]	[H/M/L]	[1-5]	[1-5]	[Strategy]
Version Gap	[Versions]	[H/M/L]	[1-5]	[1-5]	[Strategy]
Infrastructure Age	[Years]	[H/M/L]	[1-5]	[1-5]	[Strategy]

Business Risks

Risk Factor	Current State	Risk Level	Impact	Probability	Mitigation
Business Criticality	[24/7, Business Hours, etc.]	[H/M/L]	[1-5]	[1-5]	[Strategy]
User Expertise	[Advanced, Intermediate, Basic]	[H/M/L]	[1-5]	[1-5]	[Strategy]
Change Management	[History and Culture]	[H/M/L]	[1-5]	[1-5]	[Strategy]
Budget Constraints	[Fixed, Flexible, Unknown]	[H/M/L]	[1-5]	[1-5]	[Strategy]
Timeline Pressure	[Firm Deadline, Flexible]	[H/M/L]	[1-5]	[1-5]	[Strategy]

Compliance and Security Risks

Risk Factor	Current State	Risk Level	Impact	Probability	Mitigation
Data Sensitivity	[PII, Financial, Health, etc.]	[H/M/L]	[1-5]	[1-5]	[Strategy]
Regulatory Requirements	[GDPR, HIPAA, SOX, etc.]	[H/M/L]	[1-5]	[1-5]	[Strategy]
Audit Schedule	[Upcoming, Recent, None]	[H/M/L]	[1-5]	[1-5]	[Strategy]
Security Infrastructure	[Mature, Developing, Basic]	[H/M/L]	[1-5]	[1-5]	[Strategy]

Risk Score Calculation

Risk Score = Impact × Probability

- **1-4:** Low Risk (Green) - Standard procedures adequate
- **5-12:** Medium Risk (Yellow) - Enhanced monitoring and mitigation required
- **13-25:** High Risk (Red) - Dedicated mitigation plan and contingencies required

Mitigation Strategies by Risk Level

High Risk Items (Score 13-25)

- ☐ Dedicated risk owner assigned
- ☐ Detailed mitigation plan with timeline
- ☐ Alternative approaches identified
- ☐ Enhanced monitoring and early warning systems
- ☐ Escalation procedures defined
- ☐ Contingency budget allocated

Medium Risk Items (Score 5-12)

- ☐ Monitoring plan in place
- ☐ Mitigation strategies identified
- ☐ Resource allocation planned
- ☐ Review checkpoints scheduled

Low Risk Items (Score 1-4)

- ☐ Standard procedures documented
- ☐ Regular monitoring included in overall plan
- ☐ Basic contingency measures identified