**Risk Management Plan**

**Shrine of the Five Wounds: A web-based Church Request Management System**

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# Introduction

In the development of a web-based church management system, risks emerge from technological uncertainties, user requirements, integration complexities, and cybersecurity threats. The introduction to the risk management plan emphasizes the importance of understanding these underlying reasons for risks and the necessity of a structured risk management approach. It serves as a vital safeguard against potential hurdles, ensuring the project's adaptability. Before initiating risk management activities, clear project objectives, stakeholder engagement, resource allocation, and the establishment of a risk management framework are essential prerequisites. By addressing these requirements, the project team can effectively anticipate and mitigate risks, enhancing the overall success and sustainability of the web-based church management system project.

# Top Three Risks

1. Data Security Breaches:

* Risk Description: One of the primary concerns for the project is the potential risk of data security breaches. As the system will handle sensitive information such as member records, financial data, and confidential communications, any breach could result in significant reputational damage, financial losses, and legal liabilities for the church.
* Impact: Data breaches could lead to compromised trust among church members, financial repercussions due to loss of donations or legal fines, and regulatory non-compliance.
* Mitigation Strategy: Implement robust security measures such as encryption protocols, access controls, regular security audits, and employee annual training programs to safeguard against data breaches.

1. Lost of Data Challenges:

* Risk Description: Developing a web-based church management system involves navigating various technical challenges, including compatibility issues with existing IT infrastructure, and scalability concerns to accommodate future growth.
* Impact: Technical challenges may lead to project delays, increased development costs, and compromised system performance, hindering the project's ability to meet stakeholder expectations and project objectives.
* Mitigation Strategy: Conduct thorough technical assessments and feasibility studies prior to project initiation, collaborate with System Administrators to address infrastructure compatibility and integration challenges, and adopt scalable architecture and technologies to future-proof the system.

# Risk Management Approach

The risk management approach for the web-based church management system project entails a proactive strategy to identify, assess, mitigate, and monitor risks throughout the project lifecycle. We will adopt a multidisciplinary approach, engaging stakeholders from diverse backgrounds to ensure comprehensive risk identification and analysis. Mitigation strategies will be developed collaboratively, drawing on expertise from various project disciplines to devise effective risk responses tailored to each identified risk. Continuous monitoring and review mechanisms will be implemented to track risk exposure and adjust strategies as necessary to ensure project resilience and success. This will aim to minimize the impact of uncertainties and maximize opportunities for project advancement and achievement of objectives.

# Risk Identification

The risk identification process for the web-based church management system project was comprehensive and collaborative, drawing on various methods to capture potential threats and opportunities. Expert interviews with IT professionals, church administrators, and technology vendors provided valuable insights into domain-specific risks. Additionally, a thorough review of historical data from similar projects helped identify recurring risks and lessons learned. The project team conducted regular risk assessment meetings with key stakeholders to systematically identify and prioritize risks. Risks were recorded in a centralized risk register, facilitating easy tracking and communication throughout the project lifecycle. These meetings served as forums for open discussion and consensus building, ensuring that risks were comprehensively identified and documented. By leveraging expert insights, historical data analysis, and collaborative risk assessment meetings, the project team established a solid foundation for effective risk management and informed decision-making.

# Risk Qualification and Prioritization

Once risks were identified, they were assessed based on their probability and potential impact to determine their priority level.

**Probability-Impact Assessment:** Each identified risk was evaluated using a probability-impact matrix. This matrix assessed the likelihood of occurrence and the potential impact of each risk on the project objectives. Probability and impact scores were assigned on a scale from low to high.

**Risk Prioritization:** Risks with a high probability of occurrence and significant impact on project objectives were categorized as high priority. These risks pose the greatest threat to the successful completion of the project and require immediate attention and mitigation efforts.

**Risk Mitigation Strategy:** High priority risks were addressed with proactive risk avoidance and mitigation strategies. These strategies aimed to reduce the likelihood and impact of identified risks, safeguarding project progress and objectives. Mitigation actions were assigned to responsible team members, with clear timelines and monitoring mechanisms in place.

**Continuous Monitoring:** Risk prioritization was not a one-time activity but an ongoing process throughout the project lifecycle. High priority risks were actively monitored, with trigger conditions identified to prompt timely response and mitigation efforts. Regular risk review meetings were conducted to reassess risk priorities and adjust mitigation strategies as needed.

**Risk Assessment Meeting Guide:** For more detailed information on how risks were qualified and prioritized, please refer to the Risk Assessment Meeting Guide.

**Risk Monitoring**

Risks with the highest priority were integrated into the project schedule with assigned risk managers. This allows for regular monitoring and updates on the status of these risks. The risk manager provides status updates at bi-weekly project team meetings, ensuring transparency and accountability. Each risk was accompanied by identified trigger conditions, indicating when the risk may escalate or require immediate attention. Monitoring trigger conditions enables proactive risk management and timely response to potential threats. Thorough documentation of the risk monitoring process ensures transparency and traceability of risk management activities. This documentation includes risk registers, status reports, and meeting minutes, providing a comprehensive record of risk-related discussions and actions taken.

# Risk Mitigation and Avoidance

Plans to minimize risks:

* Plan Creation: We'll devise strategies to tackle the risks with the highest potential impact on the project.
* Assign Responsibilities: Each risk will have someone responsible for managing and monitoring it.
* Cost-Benefit Analysis: We'll weigh the cost of mitigating a risk against its potential impact to decide on the best course of action.
* Contingency Plans: We'll also prepare backup plans to deal with any major risks if they occur.

**Risk Register**

The risk register keeps track of all identified risks. We list each risk, its likelihood, potential impact, and the actions we'll take to deal with it. The register is accessible to everyone involved, and we update it regularly. Risks are included in the project schedule, and we have designated managers overseeing them.

**Sponsor Acceptance**

Approved by the Project Sponsor:

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Date: June 26, 2024

Princess Malatag

Parish Secretary