

**MASTER OF SCIENCE IN MANAGEMENT AND SYSTEMS**

**Applied Project Capstone**

**MASY GC- 4100**

**MEMORANDUM**

TO: Dr. Andres Fortino

FROM: Xiaoyun Bian

DATE: 03/28/2024

RE: **Assignment 7 – Risk Management Plan**

**Project**

Robert Replaceability Radar

This project aims to develop and trial a tool leveraging LLM technology for analyzing job tasks' automation potential using the O\*NET database, with the goal of enhancing business reengineering and automation decision-making.

**Risks**

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Risk** | **Probability Score (1,2 or 3)** | **Impact Score (1,2 or 3)** |
| 1 | Inaccuracies in the O\*NET database could lead to incorrect task automation assessments. | 1 | 2 |
| 2 | Difficulties in integrating the tool with existing business processes and systems. | 2 | 3 |
| 3 | Stakeholders may resist adopting the new tool due to unfamiliarity or fear of job displacement. | 2 | 2 |
| 4 | Inadequate training could hinder effective use of the tool by users. | 3 | 2 |
| 5 | Potential security risks associated with data handling and storage. | 2 | 3 |
| 6 | Risk of the project exceeding budget or timeline due to unforeseen challenges. | 2 | 2 |
| 7 | The LLM may not accurately assess complex job tasks for automation potential. | 1 | 3 |
| 8 | Failure to comply with legal and ethical standards in the use of AI and automation. | 1 | 3 |
| 9 | Challenges in incorporating user feedback into the tool's development and refinement. | 1 | 2 |
| 10 | Job descriptions in formats or structures not recognized by the LLM tool could lead to inaccuracies in automation potential assessment. | 2 | 3 |

**Risk Matrix**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | RISK (exposure) | | | |
| Probability (of occurrence) |  | 1.Slight | 2. Moderate | 3. High |
| 1. Very Unlikely |  | 1 9 | 7 8 |
| 2. Possible |  | 3 6 | 2 5 10 |
| 3. Expected |  | 4 |  |

**Contingency Plan**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Risk | Description | Probability (1-3) | Exposure (1-3) | Contingency Plan |
| 1 | Difficulties in integrating the tool with existing business processes and systems. | 2 | 3 | Address integration challenges by conducting a pre-implementation assessment to identify and address compatibility issues early, and utilize adaptable, middleware solutions to bridge any system gaps efficiently. |
| 2 | Inadequate training could hinder effective use of the tool by users. | 3 | 2 | Implement a comprehensive training program that includes hands-on workshops, online tutorials, and continuous support to ensure users become proficient. |
| 3 | Potential security risks associated with data handling and storage. | 2 | 3 | Adopt a robust security framework that includes data encryption, regular security audits, and user training on data privacy to mitigate risks. |
| 4 | Job descriptions in formats or structures not recognized by the LLM tool could lead to inaccuracies in automation potential assessment. | 2 | 3 | Create a preprocessing module to standardize and reformat job descriptions into a structure compatible with the LLM tool, enhancing its accuracy. |

**Prompts:**

1. Read these 3 docs and Identify over 10 risks for the project, each one with 1 sentence description and rate Probability Score (1,2 or 3) and Impact Score (1,2 or 3)
2. Can you list some high probility risk?
3. Write the corresponding contingency plans (1-2 sentences) for these 4 risks: 1.Difficulties in integrating the tool with existing business processes and systems. 2.Inadequate training could hinder effective use of the tool by users.

3. Potential security risks associated with data handling and storage.

4.Job descriptions in formats or structures not recognized by the LLM tool could lead to inaccuracies in automation potential assessment.