Prepared for:  
ITS221 Project Management   
Helena College

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# Helena Community Solar Installation Project

## Risk Register

| **Risk ID** | **Risk Description** | **Impact** | **Likelihood** | **Priority** | **Mitigation Strategy** | **Owner** | **Status** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| R-01 | Delays in equipment delivery due to supplier shortages | High | Medium | High | Confirm supplier timelines early, identify alternative suppliers, maintain buffer stock | Technical Lead | Open |
| R-02 | Community opposition to installation sites | Medium | Low | Medium | Conduct early engagement, hold town hall meetings, provide transparent project information | Community Outreach Lead | Open |
| R-03 | Budget overruns due to unforeseen site conditions | High | Medium | High | Conduct detailed site assessments, maintain contingency funds | Project Manager | Open |
| R-04 | Adverse weather delays construction | High | Medium | High | Schedule work in summer months, build schedule flexibility | Project Manager | Open |
| R-05 | Technical issues with solar equipment | High | Low | Medium | Use reputable suppliers, ensure thorough testing and commissioning | Technical Lead | Open |
| R-06 | Safety incidents during construction | High | Low | High | Enforce strict safety protocols, conduct regular safety audits and training | Safety Officer | Open |
| R-07 | Changes in local regulations or permitting delays | Medium | Low | Medium | Monitor regulatory changes, maintain good communication with authorities | Program Manager | Open |
| R-08 | Limited internet access for community communications | Low | Medium | Low | Use physical mailers and in-person events as backups | Community Outreach Lead | Open |
| R-09 | Escalation of costs due to inflation | Medium | Medium | Medium | Lock in contracts early, including escalation clauses | Project Manager | Open |
| R-10 | Key staff unavailability or turnover | High | Medium | High | Crosstrain team members, maintain updated project documentation | Project Manager | Open |

Risk Scoring Legend

* **Impact:** Low / Medium / High
* **Likelihood:** Low / Medium / High
* **Priority:** Determined by combining impact and likelihood
* **Status:** Open / Monitoring / Mitigated / Closed

Review & Updates

* The Risk Register will be reviewed bi-weekly in project team meetings.
* Any new risks identified will be documented immediately.
* Status updates will be recorded, and mitigation actions tracked.