**PROJECT RISK MANAGEMENT PLAN**

**TRANSPORT NETWORK VEHICLE SYSTEM  
(ADMINISTRATIVE)**

**TRAILAD.CO**

**MV Campus**

**Quezon City, Philippines, 1118**

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**Table of Contents**

[Introduction 1](#_Toc332278598)

[Top Three Risks 2](#_Toc332278599)

[Risk Management Approach 3](#_Toc332278600)

[Risk Identification 4](#_Toc332278601)

[Risk Qualification and Prioritization 5](#_Toc332278602)

[Risk Monitoring 6](#_Toc332278603)

[Risk Mitigation and Avoidance 7](#_Toc332278604)

1. **INTRODUCTION**

* The purpose of this Risk Management Plan is to help TNVS Administrative to identify, analyze and handle possible risks that could affect the success of the TNVS Project. This system plays an important role in improving and managing operations and data.

Since the project involves handling sensitive information, following government rules and ensuring system reliability, it’s important for our team to manage risk early and properly. Doing so will help us avoid delays, control costs, and ensure the system works smoothly and securely.

This plan describes how the team will identify risks, monitor them, and create solutions if they occur. As the Administrative Team, we are responsible for ensuring that all documentation, reporting and coordination of risk responses are done accurately and on time.

1. **TOP THREE RISKS**

* **A. Regulatory Compliance Failure**

Because government regulations can change at any time, the system might not meet the new LTFRB requirements. This could lead to costly updates, delays or even rejection to the system.

**B. System Downtime or Technical Failure**

A sudden system crash, database issue or slow performance during peak hours could interrupt daily administrative operations and affect users. This could lead to data loss, delayed reports, frustrations among other staff and operators.

**C. Data Breach or Unauthorized Access**

The Administrative stores sensitive data, including personal information, If there’s a data breach, It could lead to privacy violations and loss of trust in the system.

1. **RISK MANAGEMENT APPROACH**

* Risk Management Approach will be done continuously throughout the project. The Administrative Team will help identify risks during meetings, record them in risk register, and coordinate with other teams to address them.

Each risk will be assessed based on how likely it is to happen and how much it could affect the project. Higher priority risks will be closely monitored and discussed in weekly meetings. After each major project phase, the team will review which risks occurred and how well they were managed to improve future responses.

1. **RISK IDENTIFICATION**

* The Admnistrative Team will identify risks through different methods:

-**Team Meeting**: Regular discussions with developers, testers, and LTFRB staff to gather possible issues.

-**Expert Consultations**: Asking input from legal, regulatory and IT experts to understand potential problems early.

-**Past Project Review**: Looking at issues from similar government projects to learn from previous mistakes.

-**Feedback Collection**: Getting feedback from system users and stakeholders to find new or on going risks.

1. **RISK QUALIFICATION AND PRIORITIZATION**

* One the risks are identified, The Administrative Team will assess each one based on how likely it is to happen and how serious its impact could be on the project. Each risk will be given a probability score and an impact score using a simple scale from 1 – 5 . The two numbers will then be multiplied to determine the overall risk score, which helps the team decide which risks to focus on first. Risks with higher scores are considered top priority and will require immediate action and close monitoring. Medium-priority risks will have planned responses and will be checked regularly, while low-priority risks will simply observed without much intervention unless become serious. This process helps the team use its time and resources wisely, making sure that the most critical risks are handled before they can affect the project’s progress or success.

1. **RISK MONITORING**

* Risk Monitoring will be a continuous process through the project. The Administrative Team will keep track of all identified risks and make sure that each one is properly managed. During regular meetings, assigned risk owners will provide updates on the status of each risk, including any changes in its probability or potential impact. They will also check for early warning signs or triggers that might actually indicate a risk is becoming more likely to occur. The effectiveness of each response strategy will also be reviewed to see if adjustments are needed. Through this constant monitoring, the team ensures that no major risk goes unnoticed and proper actions are taken right away to prevent problems from growing,

1. **RISK MITIGATION AND AVOIDANCE**

* All identified risks will be formally documented in a central file called Risks Register, which will serve as the official record for tracking and managing risks throughout the project. The Administrative Team will maintain and update this register regularly to ensure that it reflects the current status of every risk.

Each entry in the register will include important details such as the risk ID, date identified, description, category, impact, total risk score and status. The register will be reviewed at the end of each project phase to determine which risks have been resolved, which are still active and whether new risks have emerged.