

# Appendix JK

## Risk Register

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## Internal Risk Register

Risk ID	Risk	Category	Likelihood	Risk Rank	Risk Trigger/ Consequences & Impact	Prevention/Contingency Plan	Risk Owner
IR1	Time-frame	Time	Low	High	Poor time management may cause the project to not be completed on time.	Members may be required to work overtime which may lead to an increase in budget.	Project Team
IR2	Loss of a Team Member	Resources	Medium	Medium	Team members not attending or participating in project development or unenrolling from the course. The rest of the project team will be required to do more work than initially delegated.	Rearrange and reassign roles and tasks to remaining team members as necessary.	Project Team
IR3	Communication between team members	Resources	Medium	Medium	Team members not communicating effectively can cause miscommunication errors or problems throughout the project.	Team meetings provide an opportunity to get up to speed on any deliverables and work required by each team member. An OPPM should also be developed to delegate work between team members.	Project Team
IR4	Over budget	Cost	High	Medium	Spending too much time on a task or compensating for a risk may cause the project to go over budget.	Reschedule budget if possible or discuss with the project sponsor about adjusting the budget.	Project Team
IR5	Loss of Documentation	Resources	Medium	High	Loss of documentation due to loss or corruption of Storage device.	Online 'cloud' Storage can be used to prevent loss of USB or corruption.	Project Team

## External Risk Register

Risk ID	Risk	Category	Likelihood	Risk Rank	Risk Trigger/ Consequences & Impact	Prevention/Contingency Plan	Risk Owner
ER1	Damage during transport	Resources	Medium	Medium	Resources may be damaged during transportation, causing unexpected expenses	Refer transport company guidelines, liabilities and insurance. Supervision where possible. Accept consequences	External
ER2	Structural Damage	Resources	Medium	High	Poor Planning, Designing or Construction or external factors	Refer to engineer for rectification design and inspection if considered necessary	External
ER3	Leakage	Resources	Medium	Medium	Poor Planning, Designing or Construction or external factors	Refer to selected contractor or manufacturers guidelines.	External
ER4	Pipes	Resources	Medium	Medium	Poor Planning, Designing or Construction	Refer to selected contractor or manufacturers guidelines.	External
ER5	Generator	Resources	Medium	Medium	Poor Planning, Designing or Construction	Refer to selected contractor or manufacturers guidelines.	External
ER6	Dam Failure	Resources	Low	High	Poor Planning, Designing or Construction	Refer to selected contractor or manufacturers guidelines.	External
ER7	Workplace Risks	Resources	High	High	Workplace accidents that occur during the construction stages. Various consequences	Refer WHS Plan provided by selected contractor/s	External
ER8	Design Flaws/Failures	Resources	Low	High	Poor Planning, Designing or Construction	Ensure companies used have Professional Indemnity Insurance	External

## External Risk Register

Risk ID	Risk	Category	Likelihood	Risk Rank	Risk Trigger/ Consequences & Impact	Prevention/Contingency Plan	Risk Owner
ER9	Flood	Environmental	Medium	Medium	Environmental consideration dependant on location.	Refer to local council flood information.	External
ER10	Drought	Environmental	Medium	H	Environmental consideration dependant on location.	Refer to local council drought information.	External
ER11	Bushfire	Environmental	Medium	H	Environmental consideration dependant on location.	Refer to local council bushfire information.	External
ER12	Dam Freezes	Environmental	L	Medium	Environmental consideration dependant on location.	Extremely unlikely to occur in Australia	External