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| Risk Peer Review Checklist |
| AUTHORIZED DOCUMENTS ARE PUBLISHED ONLINE ONLY. VERIFY ANY COPY AGAINST THE ONLINE SYSTEM BEFORE USE. |

**INSTRUCTIONS**: Blue text indicates instructions on how a section should be completed; or sample text that should be replaced with project-specific information or removed. 1) Turn sample text from blue to black where necessary; 2) address ALL blue instructional text 2) remove all instructions (including this paragraph); and 3) in the header, modify the short document ID to a unique identifier based on project-specific CM procedures.

This checklist provides a set of verifications that a peer reviewer should perform as part of the process of reviewing project risk ratings from the IPRs. The IPRs are developed by the project managers. The peer reviewer is a member of the Delivery Center of Excellence, experienced in risk management techniques.

Peer reviewers are expected to perform the verifications listed in this checklist, as they review the assigned project risk ratings, and complete the fields in the checklist accordingly. The processed checklist must be included as part of the review submission. Once processed, this document must be uploaded into the project’s document repository.

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| Code Peer Reviewers | | | | | |
| **Reviewer Name**: |  | **Date**: |  | **Duration**: |  |
| **Reviewer Name**: |  | **Date**: |  | **Duration**: |  |

| Overview | | | |
| --- | --- | --- | --- |
| **IPR Date**: |  | **Project Name**: |  |
| **Project Manager**: |  |  |  |

| Item | Checklist Question | Review Outcome | | |
| --- | --- | --- | --- | --- |
| Yes | No | N/A |
| **Format** | | | | |
| 1 | Does the IPR use the latest template? |  |  |  |
| **Risk Assessment Worksheet** | | | | |
| 2 | Has the risk assessment worksheet been completed? |  |  |  |
| 3 | Is the “overall” risk on the risk assessment worksheet calculated based on all the other assigned risk ratings? |  |  |  |
| 4 | Is risk for rows 28-31 calculated on the risk assessment worksheet? |  |  |  |
| **IPR Worksheet** | | | | |
| 6 | Does every month have an assigned risk rating? |  |  |  |
| 7 | Do current month risk ratings align to the comments and critical risks and issues provided? |  |  |  |
| 8 | Does budget risk rating align to the numbers in revenue, costs, and GM fields? |  |  |  |
| 9 | Do the strategic intent risk ratings align with the notes provided? |  |  |  |
| 10 | Are previous risk ratings consistent with the last IPR? |  |  |  |
| 11 | Is the overall risk rating an average calculation? |  |  |  |
| 12 | Are the documented risk ratings consistent with the thresholds identified within the IPR template instructions? |  |  |  |

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| **Risk Rating Areas** | **Planned (PM Input)** | **Recommended Actual (Peer Reviewer Input)** |
| **Overall** | 12 | 4 |
| Scope | 1 | 16 |
| Schedule | 1 | 1 |
| Resources | 8 | 25 |
| Quality | 16 | 0 |
| Risks/Issues | 4 | 0 |
| Budget | 1 | 0 |
| Deliverables | 16 | 0 |
| Stakeholders | 16 | 0 |
| Value to Client | 25 | 0 |
| Subcontractors | 25 | 0 |
| Back Office Support | 25 | 0 |
| Client Satisfaction | 4 | 0 |
| **Total Risk Ratings Max 300 Points (except Overall)** |  |  |

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| Risk Review Findings / Recommendations | |
| **Worksheet/Field** | **Comments** |
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| Risk Updates Performed by PM | |
| **Worksheet/Field** | **Update(s)** |
|  |  |
|  |  |

Review Comments

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