**Responsibility: Project Director**

A PRA requires a risk profile be completed prior to issuing a fee / tender. The Project Director shall determine the technical and commercial / financial risk of the project to the business.

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| **PROJECT INFORMATION** | | | | | |
| Project Name: | {{project\_name}} | | | | |
| Project Address: | {{project\_address}} | | | | |
| Job Type (Structural Investigation etc): | {{job\_type}} | | | | |
| Services Required (if known): | {{services\_required}} | | | | |
| Multidisciplinary Project: | □ Tick if Multidiscipline project | | | Primary Discipline: | |
| Project Director: | {{project\_director}} | | | | |
| Client Status: | ☐ passed Credit check ☐ failed credit check | | | | |
| **PROJECT TEAM** | | | | | |
| Project Director | ☐ | {{project\_director}} | | | |
| Responsible Engineer | ☐ | {{responsible\_engineer}} | | | |
| Lead Technician | ☐ | {{lead\_technician}} | | | |
| **CLIENT DETAILS** | | | | | |
| Registered Name: | {{client\_registered\_name}} | | | | |
| Project Contact: | {{client\_project\_contact}} | | | Position: | {{client\_position}} |
| ABN: | {{client\_abn}} | | | ACN | {{client\_acn}} |
| Address: | {{client\_address}} | | | | |
| Contact Details: | Phone: {{client\_contact\_phone}} | | Email: {{client\_contact\_email}} | | |
| Entity Type: | □ Public Company □ Private Company □ Sole Trader / Partnership  □ Trust □ Government Entity □ Other | | | | |

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| **PROJECT RISK PROFILE** | | | | | | | |
| Element | Business and Technical Risk  **Any Risk level at 4 – 5 requires 2nd director approval** | | | | | Importance  Multiplier to the risk based on importance | |
| Risk Level 1 | Risk Level 2 | Risk Level 3 | Risk Level 4 | Risk Level 5 |  | |
| **COMMERCIAL RISK** | | | | | | | |
| Rates / fee discount | >5% increase on standard rates / fee loading | 1%-5% increase on standard rates / fee loading | Standard Rates / no fee discount | 1%-5% decrease on standard rates / fee discount | >5% decrease on standard rates / fee discount | {{rates\_level}} | {{rates\_multiplier}} |
| Key Advantage | Early project involvement e.g. feasibility | Early project involvement / limited knowledge | No early involvement / prior project knowledge | >5 known competitors bidding | >5 known competitors bidding and no early involvement | {{advantage\_level}} |  |
| Client Profile | Excellent to work with | Prior client – okay to work with | Known on mainstream client – satisfactory to work with | New client – no prior work and new contact | Problematic to work with or totally unknown client | {{client\_profile\_level}} |  |
| Strategic Alignment | Fits exactly the direction our strategic plan | Aligns with most of our strategic plan | Reasonable alignment with the strategic plan | Matches only some of our strategic plan | No match for the strategic plan | {{strategic\_alignment\_level}} |  |
| Location of the project from any office | <10km from our office | <50km from our office | <100km from our office | <200km from our office | >200km from our office | {{location\_level}} |  |
| Commercial conditions | our proposal and terms likely to be accepted | Pre agreed contract conditions / pro forma | Contract conditions to be reviewer pre-bid submission | Conditions to be determined | Known / suspected onerous contract conditions | {{commercial\_condition\_level}} |  |
| Sub Contractor / Sub Consultant | No subcontractors / subconsultants | < 2 pre-approved subcontractors / subconsultants | <2 new subcontractors / subconsultants (signing outterms) | >2 new subcontractors / subconsultants (signing our terms) | New subcontractor / subconsultant (refusing to sign our terms) | {{sub\_contractor\_level}} |  |

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| **TECHNICAL RISK** | | | | | | | | |
| Resource  Capacity | Not busy | Light Workload | Normal Workload | Busier than usual | | Very busy | {resourcing\_level}} |  |
| Technical  Resource Capability | Easy and within staff expertise | Not too difficult and within staff expertise | Normal difficulty and within staff expertise | Difficult but within staff expertise | | Very difficult but within staff expertise | {{technical\_level}} |  |
| **RISK ASSESSMENT / MANAGEMENT** | | | | | | | | |
| Project Plan will need to demonstrate risk management and level of technical reviews to be undertaken during project | | | | | | | | |
| CALCULATED WEIGHTED SCORE | | | | |  | | | |

Risk ratings:

(<20) low level risk project (<=34) medium level risk project (>34) high level risk project

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| **APPROVAL** (sign section applicable to anticipated fee level) | | |
| **Fee between $1 and $100,000** | | |
| Responsible Engineer |  | |
| Signature |  | Date |
| Project Director |  | |
| Signature |  | Date |
| **Fee between $100,000 and $200,000** | | |
| Project Director |  | |
| Signature |  | Date |
| 2nd Director |  | |
| Signature |  | Date |