



CSE5PM Workshop 7

Semester 1, 2024

Week 8

- Risk
- Quality
- Project meeting in groups



Risk Management

- Why do you need to spend so much time at the start of the project worrying about risk?
- Is it realistic to be able to imagine, and plan for, all potential risks that a project might encounter across the project life?

Risk Register

A document that contains results of various risk management processes; it is often displayed in a table or spreadsheet format.

A risk register is a tool for documenting potential risk events and related information.

Qualitative analysis of Risk

Used to assess the likelihood and impact of identified risks to determine their magnitude and priority.

Prioritizes risks according to their potential effect on project objectives.

	Potential Risk Identified	Likelihood	Consequence	Risk Rating	Mitigation Action	Review of Risk	Responsibility	Status	Comments
INTERNAL OPERATIONS	IP risk: sharing of information leads to loss of advantage over a competitor agency for a grant	Very Possible	Moderate	Medium		6 monthly			
	Workplace health and safety risks: injury, illness, back injury	Possible	Moderate	High	1. Injury register 2. First-aid training 3. Occupational health and safety reviews as part of staff meetings 4. Workplace counselling available for staff	6 monthly	EO, staff	Priority	
	Workplace risks: fire, flood, theft, damage	Unlikely	Moderate	Medium	1. Appropriate insurance policies 2. Data and system backups are in place 3. Processes in place for management of phones and services if office disruption	6 monthly	EO, staff	Insurance quotes obtained for new premises	
	Working from home	Unlikely	Insignificant	Low	A working from home strategy is in place with all staff able to access shared drives, emails, phone and database remotely	6 monthly	EO, staff	To review and potentially adapt/adopt LPV policy	
	COVID-19 epidemic risks: there are some specific risks that have been associated with the organisation needing to respond and change its service delivery model in response to the epidemic of COVID-19, which has caused widespread disruption and restriction of movement in the community.	Almost Certain	Minor	High	1. Funding: communicate with funders, provide a written business continuity plan for the restricted business period. 2. Ensure all staff are informed and up-to-date on this health emergency. 3. Continue to communicate regularly with members about office closure, event postponement, support, and alternative service delivery models. 4. Observe all legal, funder and operational requirements in relation to restrictions on business practice. 5. Board and staff continue regular meeting schedule online. 6. Ensure continuity of funding and changes to budget in line with funder advice 7. Maintain regular sector and interagency communications. 8. Maintain IT support.	6 monthly		A plan is in place.	

Workshop case study: Green Farmers Inc.

Green Farmers Inc. is a group of five (5) farmers in country New South Wales that are trying to grow food using sustainable practices.

Due to the recent drought season, it has become very crucial for them to keep track of their water storage and usage for both the farm and the animals. These farmers usually have a large 50,000L steel water tanks that they use for irrigation purposes.

Their organization recently received funding from the government to boost their sustainable agriculture and help them export their products to different countries. The group has decided to invest most of this money in new technology.

They have decided to build an IoT based system to track their daily/weekly/monthly water levels in these tanks and give them real-time updates on their usage and when the water in the tank goes below certain threshold level.

One of them is an agricultural specialist with extensive knowledge on crops. One of them is an Electronic Engineer, one of them is an IT engineer and the other one specializes in customer relationships.

Task 1:

1. Create a risk register and populate with information that applies to the case study (template provided).

To do this, you will need to carry out a basic qualitative analysis to figure out the risk ranking and impact.

Quality Management

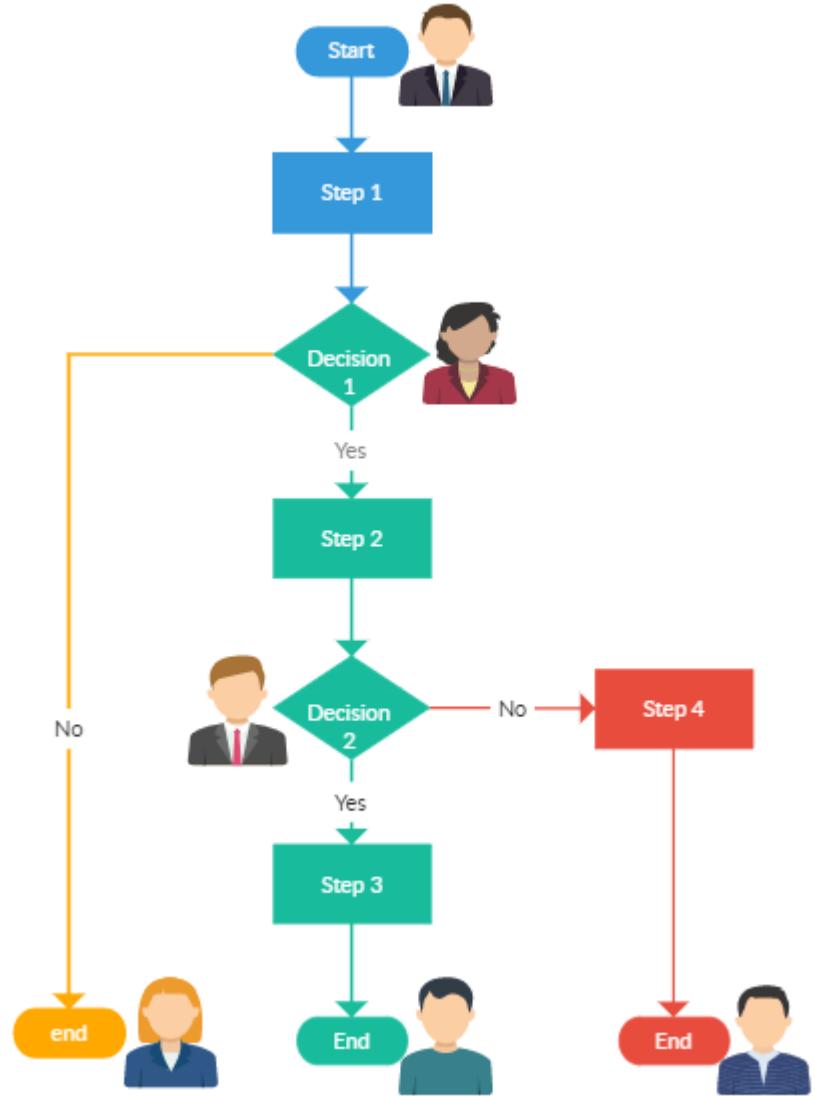
- What are your organisations policies regarding quality policies, objectives and responsibilities?
- How can you ensure that your project:
 - Aligns with these policies and procedures, and
 - Meets any quality objectives specified for your project?

Quality Assurance Flowchart

Flowcharts show the logical steps in a process and how various elements within a system are related. They can be used to determine and analyse potential problems in quality planning and quality control.

The system, or process, flowchart is probably the one that people are most familiar with. This type of flowchart outlines the logical steps to complete a process.

By documenting these logical steps, the team can identify where quality problems might occur and then develop approaches to proactively manage them. Flowcharting also helps create a process that is repeatable.



Source:

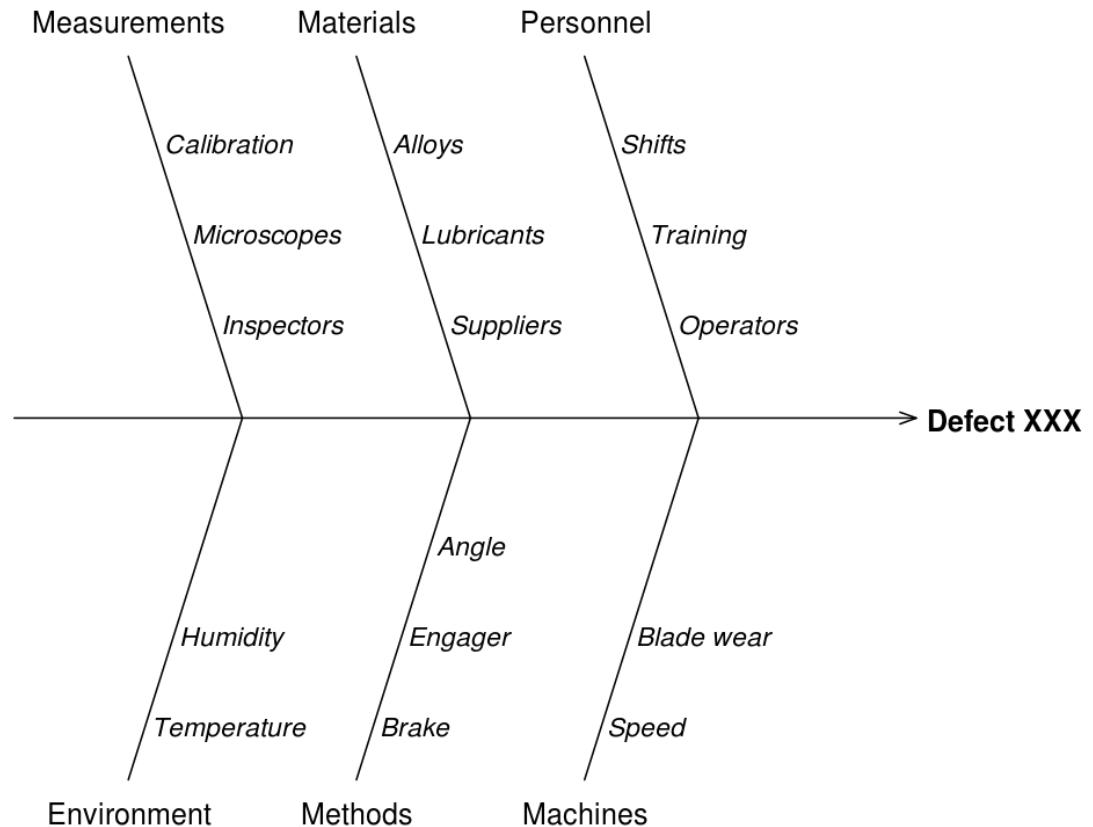
<https://creately.com/diagram/example/j20af6gl4/Flowchart+Template+with+Multiple+Ends>

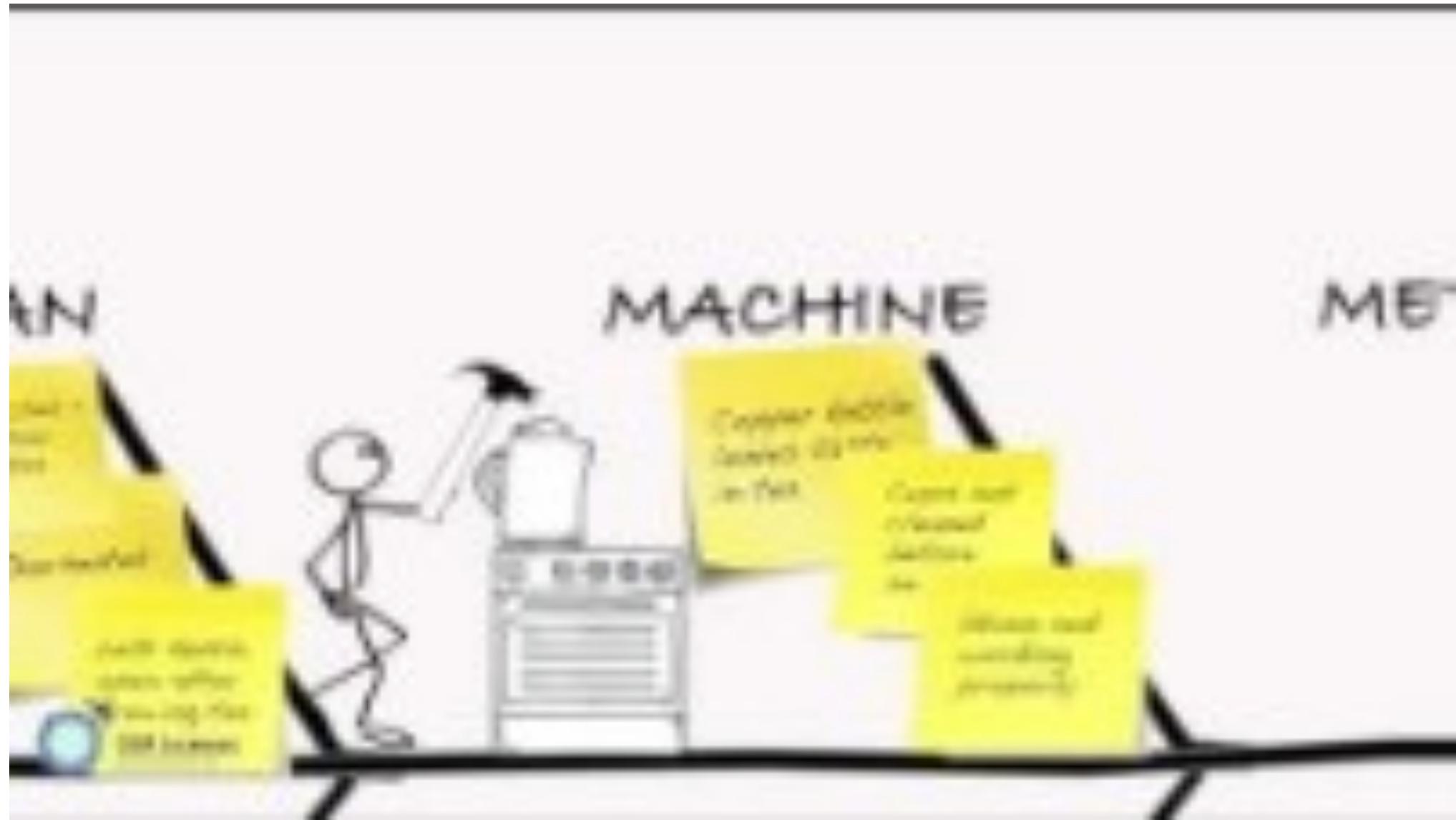
Cause and Effect Diagram

Cause-and-effect diagrams, or Ishikawa diagrams, were developed by Kaoru Ishikawa to illustrate and help determine how various factors relate to potential problems.

Cause-and-effect diagrams are also called fishbone diagrams because they resemble the skeleton of a fish. The head of the fish is the effect and each bone of the fish is a cause that leads to that effect. The bones can branch off into smaller bones as you determine the lower level cause-effect relationships. When all the bones are filled in, the diagram lets you look at all the possible causes (individual or combinations) of the effect (or problem) so that you can develop a solution to mitigate that effect. The diagram allows organized thought and encourages orderly consideration of the factors that result in a certain outcome.

Factors contributing to defect XXX





Task 2: Cause and Effect, and Quality Assurance Flowchart

1. Create a cause and effect diagram for the case study
2. Create a quality assurance flowchart detailing your testing routine

Use any online tool to help build this or you can just use word/powerpoint/publisher.

Creately.com has both formats.

Project meeting time