

Wilmont’s Drone Delivery Project

Project Risk Log

Date: 5 January 2025

Revision Number: 1.0

Likelihood Rating Matrix:

Rating Scale	Description
5 Nearly Certain	>80% Probability of occurring
4 Likely	50-8-% chance of occurring
3 Possible	21-49% chance of occurring
2 Unlikely	1-20% chance of occurring
1 Rare	<1% chance of occurring

Risk Assessment Matrix:

Severity	Methodology
20 Very Severe	Likelihood Rating x Impact Rating
15 Severe	
10 Moderately Severe	
8 Low Severity	
3 Very Low Severity	

Impact Rating Matrix:

Rating Scale	Cost	Schedule	Description	Scope	Quality
5 Very High	> \$ 100,000	> 4 weeks delay			Drone will not operate
4 High	< \$ 80,000	> 2 weeks delay			Drone does not meet standards
3 Moderate	< \$ 45,000	> 1 week delay			Performance reduced
2 Low	< \$ 20,000	> 1 week delay			Some compensation required
1 Very Low	< \$ 5,000	1 day delay			May require correction

Risk ID	Priority	WBS	Responsible Person	Risk Description	Dates		Impact Rating	Analysis		Prior to Mitigation	After Mitigation	Impact		Contingency	Status
					Open	Closed		Likelihood Rating	Severity			Mitigation strategy			
1	1	1.1.3	Project Manager (Me)	Sufficient funds aren't provided by the sponsors in time for the project activity to be completed	5-Jan-25		5	3	15	> 4 week delay	< 1 week delay	Communicate with sponsor through attorney and ensure the deadlines and dates are communicated		\$6,600	
2	2	1.2.3	Project Manager (Me)	Approval denied for the modification required to customize the drone and drone flight to Wilmont's requirements.	5-Jan-25		5	2	10			Double check design. Have an independent design review			
3	3	1.3.1	Eileen Seymour	Selected team members are unavailable	5-Jan-25		3	1	3			Confirm team members early in process.			
4	2	1.3.2	Gerald Hasper	Cost Estimate is incorrect	5-Jan-25		4	2	8			Identify alternates			
5	3	1.3.3	Gerald Hasper/Eileen Seymour	Specialists are unable to come monitor or add input to the project	5-Jan-25		3	1	3			Double check estimates after approvals			
6	3	1.3.4	Gerald Hasper	The required parts for the assembly are unavailable	5-Jan-25		4	1	4			Confirm specialists early in the process			
7	1	1.4.1, 1.4.2	Gerald Hasper	Testing reveals fatal flaws	5-Jan-25		5	3	15	> 4 week delay	< 1 week delay	Use expedited shipping. Confirm availability with suppliers during design. Modify design if required.			
8	3	1.5.1	Stephanie Williams	The systems are hard to understand or pick up	5-Jan-25		2	5	10			Double check design. Have independent design review.		\$6,600	
9	3	1.5.2	Stephanie Williams	The drones are difficult to handle and require more testing	5-Jan-25		2	5	10			Have extra workshops for the pharmacy managers			
10	1	1.6.1	Stephanie Williams	The drones are damaged during the transportation	5-Jan-25		5	4	20	> 4 week delay	< 1 week delay	Have extra workshops for the pharmacy managers			
												Use reliable shippers and assign staff to ensure the proper handling of drones		\$18,034	