**MNGT 202/502  
2021-22**

**Task Four Answer Template**

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| --- | --- |
| **Group number: 53** | |
| **Chairman: Swaraj Patra** | **Secretary: Christy Jose** |

1. Brainstorm the possible risks and who they will affect.  In the answer box below bullet point the **stakeholders involved** in your project.

* Sponsor (Liver Construction Ltd)
* Share Holders & Investors
* Contractors
* Sub-contractors
* Competitors
* Material vendor
* Equipment supplier
* Architect
* Neighbours & local businesses
* Construction workers
* Historical and Environmental protest groups
* Project manager
* Team members
* Tourists/Travellers
* Cruise industry
* Liverpool City council
* Government
* Regulatory authorities (Human rights & Environmental)
* Media

1. Using the template below, devise a **Risk Register** for your project identifying **15 possible risks**, estimate the probability and the impact of each risk, and calculate their severity.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Risk** | **Probability** | **Impact** | **Severity** |
| 1 | Lateness in project completion | 4 | 4 | 16 |
| 2 | Potential lockdown due to COVID-19 | 1 | 5 | 5 |
| 3 | Environmental protests | 3 | 1 | 3 |
| 4 | Delay in material delivery | 4 | 5 | 20 |
| 5 | Equipment malfunction | 2 | 4 | 8 |
| 6 | Over budget | 3 | 3 | 9 |
| 7 | Noise complaints and objections | 5 | 2 | 10 |
| 8 | Safety hazard incidents | 4 | 3 | 12 |
| 9 | Inadequate project management | 2 | 4 | 8 |
| 10 | Worker's strike | 1 | 5 | 5 |
| 11 | Changes in local laws and standards | 1 | 4 | 4 |
| 12 | Changes in the required environmental standards | 1 | 4 | 4 |
| 13 | Project team conflicts | 2 | 3 | 6 |
| 14 | Project change order | 3 | 3 | 9 |
| 15 | Theft of equipment | 2 | 3 | 6 |

State what scale was used to calculate the probability and the impact, also which method you used to calculate severity, and why.

Scale: 1-5 Severity= p x m

The (p x m) method gives a wider score which allows for better differentiation in the severity results.

1. In no more than **200 words**, identify which risk should be dealt with as highest priority, briefly describe the relevant issues, and suggest what you will do to mitigate against it. Your discussion should refer to stakeholders, time, and money.

*MNGT202/502 Project Management*

**Group 53**

 Project Management Meeting

(Liverpool Waters Project Management Committee)

Meeting will be held **Online**(Microsoft Teams) at **5.00 p.m.** on **19/11/2021 (Friday)**

**Agenda**

1. General Discussion of task 4
2. Confirm the Project Manager (PM) and Secretary
3. Agree the date, time, and place for the next meeting

MNGT202/502 Project Management

**Group 53**

Liverpool Waters Project Management Committee

**Minutes of the meeting on the 19th of November 2021**

|  |  |  |  |
| --- | --- | --- | --- |
| **Group Name/Number:** | **53** | **Meeting Date and time:** | **19 /11/2021** |
| **Meeting Topic:** | **Task 4** | **Location:** | **Online (Microsoft Teams**) |

|  |  |
| --- | --- |
| **Attendees:** | Alotaibi, Musaed |
|  | Mohan, Prabakaran |
|  | Antony Sebastian |
|  | Jose Christy |
|  | Jothi Basu, Dev Prakash |
|  | Patra, Swaraj |
| **Apologies:** |  |
| **Absences:** |  |

* **The Project Manager (PM) and Secretary for today’s meeting**

Antony, Sebastian was titled project manager of this week’s task and I (Jose, Christy) was named secretary.

* **Upcoming task discussion**

The risk analysis session was discussed, and a general discussion of risk associated with project was briefed.

* **The next meeting**

The next meeting will be on Monday the 22nd ofNovember 2021 at 12.00 P.M. as agreed by the team members on this meeting. Any other disruptions or changes will be considered.

|  |  |  |
| --- | --- | --- |
| **ACTIONS SUMMARY – For review at next meeting** | | |
| *Future agreed Actions* | **Initials** | **Due date** |
| **1.Collecting possible Risks** | **ALL** | **22/11/21** |
| **2.To meet on the set date and time** | **ALL** | **22/11/21** |

*MNGT202/502 Project Management*

**Group 53**

 Project Management Meeting

(Liverpool Waters Project Management Committee)

Meeting will be held **Online** (Microsoft Teams) at **12.00 p.m.** on **22/11/2021 (Monday)**

**Agenda**

1. Apologies.
2. Approval of minutes of the previous meeting.
3. Discussion about the possible Risks related to our project.
4. Allocating the work
5. Agree the date, time, and place for the next meeting

MNGT202/502 Project Management

**Group 53**

Liverpool Waters Project Management Committee

**Minutes of the meeting on the 22nd of November 2021**

|  |  |  |  |
| --- | --- | --- | --- |
| **Group Name/Number:** | **53** | **Meeting Date and time:** | **22/11/2021** |
| **Meeting Topic:** | **Task 4** | **Location:** | **Online** (Microsoft Teams) |

|  |  |
| --- | --- |
| **Attendees:** | Alotaibi, Musaed |
|  | Antony Sebastian |
|  | Jose Christy |
|  | Jothi Basu, Dev Prakash |
|  | Patra, Swaraj |
| **Apologies:** |  |
| **Absences:** | Mohan, Prabakaran |

* **Task breakdown**

The meeting started with the discussion of risks associated with the project. The possible risks were analysed and were noted. These works were divided individually.

* **The next meeting**

The next meeting will be on Wednesday the 23rd of November 2021 at 01:30 P.M. as agreed by the team members on this meeting. Any other disruptions or changes will be considered.

|  |  |  |
| --- | --- | --- |
| **ACTIONS SUMMARY – For review at next meeting** | | |
| *Future agreed Actions* | **Initials** | **Due date** |
| **1.Listing down all possible risks** | **ALL** | **10/11/21** |
| **2.To meet on the set date and time** | **ALL** | **10/11/21** |

*MNGT202/502 Project Management*

**Group 53**

 Project Management Meeting

(Liverpool Waters Project Management Committee)

Meeting will be held **Online (Microsoft Teams)** at **01:30 P.M.** on **24/11/2021 (Wednesday)**

***Agenda***

1. Apologies.
2. Approval of minutes of the previous meeting.
3. Review the progress of previously allocated work for the team members.
4. Agree the date, time, and place for the next meeting.

MNGT202/502 Project Management

**Group 53**

Liverpool Waters Project Management Committee

**Minutes of the meeting on the 24th of November 2021**

|  |  |  |  |
| --- | --- | --- | --- |
| **Group Name/Number:** | **53** | **Meeting Date and time:** | **24/11/2021** |
| **Meeting Topic:** | **Task 4** | **Location:** | **Microsoft Teams (Online)** |

|  |  |
| --- | --- |
| **Attendees:** | Alotaibi, Musaed |
|  | Mohan, Prabakaran |
|  | Antony, Sebastian |
|  | Jose, Christy |
|  | Jothi Basu, Dev Prakash |
|  | Patra, Swaraj |
| **Apologies:** |  |
| **Absences:** |  |

* **Task Breakdown**

The allocated works were discussed and the necessary changes in risks associated with our projects were improvised. The data collected was analysed by the project manager and discussion on the final part of the task was brainstormed. The final draft was presented to project manager for any possible correction required and to be submitted.

* **The next meeting**

The next meeting will be decided after receiving the requirements for task 5.