

## ELEC352 - Task 3 - Part A

**Group number:3**

**PM: Gan Fang**

**Secretary: Wenhan Hu**

1. As a team brain storm the possible risks and who they will affect. In the answer box below bullet point the stakeholders involved in your project.

- Internal stakeholders
  - Managers (Recruit builders and trainers, medium level involvement)
  - Builders (, medium level involvement)
  - Trainers (Train workers, medium level involvement)
- External stakeholders
  - Governors (Provide land use license authorization, high level involvement)
  - Bankers (Fund raising, high level involvement)
  - Sailors (Transport goods with ships, high level involvement)
  - Pilots (Transport goods with the helicopter, medium level involvement)
  - Merchants (Sell goods, medium level involvement)
  - Visitors (Visit the T-Rex enclosure, medium level involvement)
  - Local tribes (Protest the project, low level involvement)

The judging criteria of level of involvement is shown in the table below:

Level of involvement	Explanation
High	They have a decisive influence on the completion of the project
Medium	They may cause some acceptable impact on the completion of the project
Low	They almost have no impact on the completion of the project

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

	Stakeholders	Risk	Probability	Impact	Severity
1	Trainers, Builders	Trainers cannot teach the local people specialized skills qualified for the construction	2  Reason: It is trainers' responsibility to teach	3  Reason: It a waste of time and money.	6

		<b>Result: Builders' work efficiency is reduced.</b>	<b>builders well.</b>		
2	<b>Builders</b>	<p>International workforces suffer from the high temperature and humidity in reducing working efficiency.</p> <p><b>Result: Workers' work efficiency is reduced.</b></p>	<p>3</p> <p><b>Reason: The local climate is not pleasant.</b></p>	<p>4</p> <p><b>Reason: This accident will extend the construction period and disrupt the plan</b></p>	12
3	<b>Builders</b>	<p>The builders get injuries during the constructions.</p> <p><b>Result: Builders cannot continue to work.</b></p>	<p>4</p> <p><b>Reason: Construction can easily cause injuries.</b></p>	<p>4</p> <p><b>Reason: This accident will extend the construction period and disrupt the plan</b></p>	16
4	<b>Builders</b>	<p>The tall cranes and heavy construction equipment are influenced by bad weather conditions.</p> <p><b>Result: The machines cannot work normally.</b></p>	<p>5</p> <p><b>Reason: The machine is constantly depreciating during construction</b></p>	<p>2</p> <p><b>Reason: It should be considered into budget in advance.</b></p>	10
5	<b>Bankers</b>	<p>Deforestation costs go over budget due to unexpected natural environment.</p>	<p>2</p> <p><b>Reason: It should be considered into construction</b></p>	<p>2</p> <p><b>Reason: It should be considered into budget in advance.</b></p>	4

		<b>Result: Bankers need to raise more money.</b>	<b>plan in advance.</b>		
6	<b>Managers</b>	<b>Managers cannot find specialized workforce available on the market.</b>  <b>Result: Managers need to revise the plan.</b>	<b>2</b>  <b>Reason: It is managers' responsibility to find specialists.</b>	<b>4</b>  <b>Reason: This accident will extend the construction period and disrupt the plan</b>	<b>8</b>
7	<b>Local tribes</b>	<b>Local tribes and protest groups obstruct the building of the park through resistance movements.</b>  <b>Result: Local tribes may hinder the progress of the project.</b>	<b>4</b>  <b>Reason: The inconvenience caused by construction will affect many people.</b>	<b>1</b>  <b>Reason: The construction is authorized by the government.</b>	<b>4</b>
8	<b>Governors, Managers</b>	<b>Governor cancel the project approval as the potential policy risk.</b>  <b>Result: The project cannot be completed.</b>	<b>1</b>  <b>Reason: The government will not modify the authorization at will.</b>	<b>5</b>  <b>Reason: Without the support of government, the project cannot continue.</b>	<b>5</b>
9	<b>Bankers, Managers</b>	<b>The banker cannot raise enough money in supporting building the Tyrannosaurus Rex Enclosure.</b>	<b>1</b>  <b>Reason: Bankers will not modify the funding at will.</b>	<b>5</b>  <b>Reason: Without the support of funding, the project cannot continue.</b>	<b>5</b>

		<b>Result: The project cannot be completed due to lack of funding.</b>			
10	<b>Sailors</b>	<p><b>Sailors cannot set off the boat due to bad weather condition, in delaying the arrival of construction necessities.</b></p> <p><b>Result: Builders cannot receive the building materials on time.</b></p>	<p><b>5</b></p> <p><b>Reason: People cannot predict the weather.</b></p>	<p><b>2</b></p> <p><b>Reason: It should be considered into the construction plan.</b></p>	<b>10</b>
11	<b>Sailors</b>	<p><b>The construction materials are lost during the transportation process.</b></p> <p><b>Result: Builders cannot receive the building materials for a long time.</b></p>	<p><b>3</b></p> <p><b>Reason: The transportation condition is poor.</b></p>	<p><b>4</b></p> <p><b>Reason: This accident will extend the construction period and disrupt the plan.</b></p>	<b>12</b>
12	<b>Pilots</b>	<p><b>The helicopter is broken due to lack of maintenance, and high temperature and humidity with components corroded.</b></p> <p><b>Result: The transportation will be impacted.</b></p>	<p><b>3</b></p> <p><b>Reason: The weather is poor.</b></p>	<p><b>2</b></p> <p><b>Reason: It should be considered into the construction plan.</b></p>	<b>6</b>
13	<b>Merchants</b>	<b>The raw materials and tools</b>	<b>4</b>	<b>2</b>	<b>8</b>

		<p>merchants increase price in increasing the financial crisis of the whole project.</p> <p>Result: It will take more money to complete the project</p>	Reason: Competition is everywhere.	Reason: The suppliers can be changed.	
14	Visitors	<p>The visitors potentially fall off the glass corridor due to engineering quality issues, together with the aftercare and public relations issues.</p> <p>Result: The reputation of the T-Rex enclosure will decline.</p>	<p>2</p> <p>Reason: The project will be inspected before completion</p>	<p>4</p> <p>Reason: This accident will affect the profit.</p>	8
15	Managers, Builders	<p>Force majeure such as earthquake and tsunami that may completely destroying the project.</p> <p>Result: The whole project has to rebuild and the plan needs to be revised.</p>	<p>1</p> <p>Reason: Natural disasters do not happen frequently.</p>	<p>5</p> <p>Reason: This accident will destroy everything.</p>	5

Basically, the scale of the project is illustrated as the following table.

Scale	Probability	Impact
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1	0%-20%	Slight impact
2	20%-40%	Not much impact
3	40%-60%	Acceptable impact
4	60%-80%	Harmful to people but does not seriously affect the project process
5	80%-100%	Harmful to people and affect the project process

3. 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.

Risk "The workers get injuries during the constructions" is labelled as the highest risk with the 16 as the severity. It is because the probability is within 60% and 80% range, and the corresponding impact is harmful to people, but not seriously affect the project process. This issue will impact the following stakeholders directly, which are manager, builder, since the manager need to solve the aftercare issues, and the builders are suffering from the pains occurred through this accident, and there are not enough workers in finishing the task on time. Additionally, this issue will also impact the governors and banker potentially, since these accidents may raise negative reputations for the project, and the governments' approval together with banks' fundraising efforts may be influenced.

In terms of the corresponding solutions in mitigating the risk, firstly, the manager should lay the safety production as the highest priority among all factors in the project management process, and guarantee there are qualified protective gears available for workers. Additionally, workers should attend safety seminars in reinforce the importance of safety production and go out of the way in reducing the corresponding risk.

# Appendix 1

## *Project Management Module*

### Group 03 Virtual Project Management Committee

#### Minutes of the meeting on the 2020/12/11

**Group Name/Number:**      **Group 03**                      **Meeting Date and time :**      **2020/12/11**

**Meeting Topic:**              **Weekly Review Meeting**              **Location:**              **Teams**

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<b>Attendees:</b>	(Project Manager) Gan Fang
	(Secretary) Wenhan Hu
	Dequn Teng
	Qiyang Ding
	Haohan Niu
<b>Apologies:</b>	
<b>Absences:</b>	

#### 1. Brainstorm and confirm the stakeholders and possible risks

- The group members reviewed the requirements of the project and discussion.
- Gan Fang proposed 10 possible stakeholders.
- All the group members made a discussion and finally put forward 15 possible risks.

#### 2. Brainstorm and set the judging criteria for risks

- Wenhan Hu suggested to divide the criteria into 5 levels.
- The group members worked together and determined the description of each possibility and impact level.

### 3. Discuss the risk with the highest priority

- All the group members analysed the possible result of that risk and corresponding solutions

ACTIONS SUMMARY – For review at next meeting		
Future agreed Actions	Initials	Due date
1. Gan Fang proposed 10 possible stakeholders.	FG	2020/12/11
2. Wenhan Hu suggested to divide the marking criteria into 5 levels.	HW	2020/12/11
3. All the members discuss the details of possible risk and according judging criteria.	ALL	2020/12/11
4. All the members prepare for the next project task 3b.	ALL	2020/12/11
5.		
6.		
7.		
8.		
9.		
10.		



## **Appendix 2**

### *Project Management Module*

#### Group 03 Virtual Project Management Committee

There will be a meeting of the above committee at 14:00 on **2020/12/11**

#### **Agenda**

- 1. Determine the stakeholders.**
- 2. Determine the risks and corresponding judging criteria.**
- 3. Allocation of future tasks.**
- 4. Confirm the next project Manager and Secretary.**
- 5. Agree the date, time, and place for the next meeting.**