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| **ID:** T01001 | **Risk information sheet** **Identified:** 21/4/2010 | | | | |
| **Priority:**  High (1) | **Statement:** Lack of experience in Change Management Process, we may not apply to using it. It can make project failure. | | | | |
| **Probability:** Certain |
| **Impact:** High | **Origin:**  Project Manager | | **Class:**  Technical | | **Assigned:** Team 01 |
| **Timeframe:** Near |
| **Context**  Change Management Process is importance element in software project. In Viking Project, we had proposed to using kind of Change Management Process combined with Tracking Tools but it is complex and my staff is difficult to use. | | | | | |
| **Mitigation Strategy**   1. Update schedule and estimate needed elements for increased training Change Management Process training. (changes due 20/4/2010) 2. Negotiate with stakeholders and get approval for changing schedule (approve by 21/4/2010) 3. Identify an available expert in this division ( get by 22/4/2010) 4. Implement training for current staff (training complete by 25/4/2010) | | | | | |
| **Contingency Plan and Trigger**  **Plan:** Accept the increase in our cost, 300$. Guide documents published for internal circulation about Change Management Process in Viking Project.  **Trigger:** If current staff do not apply Change Management Process and training not completed by 25/4/2010. | | | | | |
| **Status:**   * Revised estimates and schedule complete 20/4/2010 * Stakeholders approved revised schedule milestones (21/4/2010) | | | | | |
| **Approval**  Viking Manager Project | | **Closing Date** | | **Closing Rationale** | |