Risk Log

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| ID | Description | Probability | Impact | Risk Category | Response |
| 1 | Introduce a shared IT system between all the offices and hostels | Medium | High | IT | Make a portal that has a user-friendly UI which can be used by all the staffs. |
| 2 | IT scope not well defined | High | High | IT | The strategy docs and BRDs should be written in a clear and concise manner. Discussions should be done before the signoff and meetings should be scheduled whenever there is need for clarification |
| 3 | Delay in obtaining the required hardware | High | High | Procurement | All orders should be made in advance. All approvals from management should be made promptly. |
| 4 | Inadequate training for the staff about the new system | Low | High | L&D | Effective training should be provided for all the staffs so that they can migrate to the new system with ease. All training to be scheduled along with each module implementation. |
| 5 | Transfer of existing data from paper files to digital files can involve chances of data loss if not done properly | Medium | High | Data team | Transfer standards to be maintained? If at all there is a chance of missing data, it can be cross referenced from the old paper documents. |
| 6 | Introducing an all-digital /card only payment system can involve business loss. | Low | Medium | BA | Should not impose a digital only system. |
| 7 | Delay from IT staff working from home | Low | Medium | Management, IT and procurement | Considering the current situation delay due to connectivity issues or hardware is possible and hence there should always be a backup plan and all the resources should be aware of this |
| 8 | Discrepancy in cost estimation | High | High | PM | A well-defined cost estimation to be done to avoid future flaws |
| 9 | Unavailability of adequate staff to handle the new system | Medium | High | PM | A skill-set matrix should be maintained and adequate training to be provided to all staffs lacking the necessary skills. |
| 10 | Sudden change in business requirements | Medium | Medium | BA | All requirements should be finalized and signed off beforehand |
| 11 | Emergency leaves from project members. | High | Medium | PM |  |
| 12 | Sudden network outage in the office environment. | High | Low | PM | Issue laptops and dongle to each employee so that the project members can work from remote locations and not only from office. The broadband connection at home should also be reimbursable so that the members feel encouraged to perform and mitigate unexpected circumstances. |
| 13 | Unexpected hardware issues. | Low | Low | PM/Procurement | PM should be in good contact with the procurement team and should liaise with the team to clear the gap as soon as possible. |

Risk Map

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| --- | --- | --- | --- | --- |
| IMPACT | high | * Unavailability of adequate staff to handle the new system. | * Introduce a shared IT system between all the offices and hostels. * Inadequate training for the staff about the new system. * Transfer of existing data from paper files to digital files can involve chances of data loss if not done properly. | * IT scope not well defined. * Delay in obtaining the required hardware. * Discrepancy in cost estimation |
| medium | * Introducing an all-digital /card only payment system can involve business loss. * Delay from IT staff working from home. | * Sudden change in business requirements. | * Emergency leaves from project members. |
| low | * Unexpected hardware issues. |  | * Sudden network outage in the office environment. |
|  |  | low | medium | high |
|  |  | PROBABILITY OF OCCURRENCE | | |