A.I.M. Project - Risk Register

	No.	Rank	Risk	Description	Category	Root Cause	Triggers	Potential Response	Risk Owner	Probability	Impact	Status	Risk Response Strategy
Initiating	Int1.1	6	E prjt team	Early formation of project team	FF4	A team needed to be created for this project and we generally know all of the members but we do not know their availiability	Some team members have recently joined the ranks of the University, and their availability schedules are still undetermined.	Excelsior! Start creating the project contract.	PM Unit	high	low	N/A	Acceptance
	Int1.2	3	D prjt team	Delayed formation of project team	FF4	A team needed to be created for this project and we generally know all of the members but we do not know their availiability	Some team members have recently joined the ranks of the University, and their availability schedules are still undetermined.	Set a firm deadline for team members to confirm their participation or refusal, with a reminder at mid-term if required.	PM Unit	low	medium	N/A	Mitigation
	Int1.3	1	F prjt team	Failure to form project team	FF4	A team needed to be created for this project and we generally know all of the members but we do not know their availiability	Some team members have recently joined the ranks of the University, and their availability schedules are still undetermined.	Explore alternative options: scout for additional team members within Awesome University or contemplate outsourcing.	PM Unit	low	high	N/A	Mitigation
	Int2.1	6	E prjt contract	Early completion of project contract	FF4	A contract is needed to ensure all on of the project members are onboard and agree with their role in the project. We are uncertain if all members agree with their roles.	Some team members at Study Buddy are newcomers, unsure about their commitment to the project roles.	Outstanding! Start creating the project plan.	PM Unit	high	low	N/A	Acceptance
	Int2.2	3	D prjt contract	Delay in completion of project contract	FF4	A contract is needed to ensure all on of the project members are onboard and agree with their role in the project. We are uncertain if all members agree with their roles.	Some team members at Study Buddy are newcomers, unsure about their commitment to the project roles.	Engage in direct conversations with team members to grasp their concerns and explore potential compromises.	PM Unit	low	medium	N/A	Mitigation
	Int2.3	1	F prjt contract	Failure to complete project contract	FF4	A contract is needed to ensure all on of the project members are onboard and agree with their role in the project. We are uncertain if all members agree with their roles.	Some team members at Study Buddy are newcomers, unsure about their commitment to the project roles.	Initiate discussions with the team members to grasp their concerns and seek common ground. If resolution isn't feasible, recruitment of a new team member becomes imperative.	PM Unit	low	high	N/A	Mitigation

ID	#	Name	Risk	Description	Uncertainty	Response	Owner				Strategy
Plan1.1	6	E prjt plan	Early completion of project plan	FF4	A project plan is to be submitted to the committee and its parts are being constructed by different team members. We are uncertain of each member's time management skills.	There's uncertainty regarding each team member's proficiency in time management.	Fabulous! Contact the committee to put our project plan on the agenda.	PM Unit	high	low	N/A	Acceptance
Plan1.2	3	D prjt plan	Delay in completion of project plan	FF4	A project plan is to be submitted to the committee and its parts are being constructed by different team members. We are uncertain of each member's time management skills.	There's uncertainty regarding each team member's proficiency in time management.	Set a deadline for the team members and send reminders and ask for progress reports.	PM Unit	low	medium	N/A	Mitigation
Plan1.3	1	F prjt plan	Failure to complete project plan	FF4	A project plan is to be submitted to the committee and its parts are being constructed by different team members. We are uncertain of each member's time management skills.	There's uncertainty regarding each team member's proficiency in time management.	Failure to meet the committee submission deadline warrants a reevaluation of the team member's position, potentially leading to replacement. The project can be resubmitted to the committee in the following year.	PM Unit	low	high	N/A	Mitigation
Plan2.1	2	D committee	Delay in committee project plan approval	T	The plan for the online courses needs to be approved by the committee before the project can proceed. The committee's meeting schedule might change due to undetermined circumstances (such as COVID-19, hurricane evacuations).	Unforeseen events like a pandemic or hurricane evacuation may cause delays in the committee's meetings.	Modify the dates outlined in the project charter as necessary and submit it to the committee for review.	PM Unit	low	medium	N/A	Acceptance
Plan2.2	1	Epic FAIL!	Denial of project plan approval by committee	Xmen	The plan for the online courses needs to be approved by the committee before the project can proceed.	The committee might perceive the project charter as incomplete or inaccurate.	Understand the committee's feedback and resubmit the next year.	PM Unit	low	high	N/A	Acceptance
Plan3	2	Increse Salaries	Increase in salaries as issued by the state government	Xmen	The plan's budget does not take into account wage increases by the government.	Annual raises are a given, yet inaccuracies in their calculation can wreak havoc on the budget approved by the university's committee.	Initiate contact with the committee to request an augmentation of the project budget.	PM Unit	medium	medium	N/A	Transference

Plan4.1	6		E Hardware & Software	Early delivery of hardware and software	Xmen	Special software features for video production needs delivery. We are uncertain of its availabiity.	The software arrives ahead of schedule thanks to the efficient university mail system.	Great! Start constructing the WBS.	PM Unit	low	low	N/A	Acceptance
Plan4.2	3		D Hardware & Software	Delay in delivery of hardware and software	Xmen	Special software features for video production needs delivery. We are uncertain of its availabiity.	The software is temporarily out of stock or delayed due to issues with the university mail system.	Proceed with developing the Work Breakdown Structure (WBS) since it doesn't hinge on the availability of software for video and graphic enhancements.	PM Unit	medium	medium	N/A	Acceptance
Plan4.3	3		I Hardware &Software	Increase in price of hardware and software	Xmen	Special software features for video production needs delivery. We are uncertain if it will change from the cost as noted in the project charter.	The software expenses outlined in the project charter do not align with the actual costs incurred.	Adjust the budget if possible dependent on the price increase, find other equivalently priced software or work without it.	PM Unit	medium	medium	N/A	Acceptance
Plan4.4	5		De Hardware & Software	Decrease in the price of hardware and software	Xmen	Special software features for video production needs delivery. We are uncertain if it will change from the cost as noted in the project charter.	Software costs quoted in the project charter costs differently.	Note the decrease and funnel it back into resources.	PM Unit	low	low	N/A	Acceptance
Plan4.5	2		F Hardware & Software	Failure in delivery of software and hardware	Xmen	Special software features for video production needs delivery. We are uncertain of its availabiity.	Software is not available for purchase at the university.	Potential outsourcing for software is needed.	PM Unit	low	medium	N/A	Transference
Plan5.1	6		E WBS	Early completion of WBS	FF4	A WBS is essential to workflow of the project. However, there are pieces of the work flow that are new or tasks are getting reordered.	Team members work well, efficently and are able to adapt the WBS easily finishing early.	Adjust the WBS and add the extra time to course design and development.	PM Unit	high	low	N/A	Acceptance
Plan5.2	3		D WBS	Delay in Completion of WBS	FF4	A WBS is essential to workflow of the project. However, there are pieces of the work flow that are new or tasks are getting reordered.	Team members miss initial deadline for WBS completion	Project manager sets second deadline, speaks with team members to assess the delay and asks for daily progress reports on the WBS. WBS creation is origianally 5 days and now will extend to 8. Time is adjusted on the WBS by taking time away from design and development.	PM Unit	low	medium	N/A	Mitigation
Plan5.3	2		F WBS	Failure to complete WBS	FF4	A WBS is essential to workflow of the project. However, there are pieces of the work flow that are new or tasks are getting reordered.	Team members miss more than 2 deadlines for WBS completion	Second deadline is missed. Project manager completes the WBS, takes the missed time away from design and development and assess the problem by speaking with team members.	PM Unit	low	high	N/A	Mitigation

Analysis, Pre-production & Planning	Ana1.1	3	D course des packet	Delay in course design package request	FF4	The course is not complete until we meet with the SME and have the course materials being delivered by course directors. Only after this meeting can we better assess the design package request.	SME schedules are not either lining up with the ID unit or have not responded to ID unit's emails or phone calls on scheduling. -or- Course director materials have not arrived.	Second attempt to contact the SME for a meeting and/or contact course directors for materials. Any missed time will be time taken away from design and development.	PM Unit	low	medium	N/A	Mitigation
	Ana1.2	2	F course des packet	Failure to complete design package request	FF4	The course is not complete until we meet with the SME and have the course materials being delivered by course directors. Only after this meeting can we better assess the design package request.	SME schedules are not either lining up with the ID unit or have not responded to ID unit's emails or phone calls on scheduling after 5 tries. -or- Course materials do not arrive.	Find other SME and/or personally pick-up the course director materials. Any missed time will be time taken away from design and development.	PM Unit	low	high	N/A	Transference
	Ana1.1	3	D course des packet	Data collection falls short or is inaccurately executed.	FF4	Insufficient comprehension of data requisites, limited access to pertinent data sources, and dependence on obsolete or unreliable information	Data collection hindered by time constraints, scarce data source availability, and fluctuations in data availability or quality.	Establish a methodical strategy for data collection, ensuring comprehensive acquisition of pertinent information from dependable sources.	Data Analyst	medium	high	ongoing	Mitigation
	Ana2.2	3	D course map	Delay in completed of course map	FF4	The course map is incomplete until our meeting with the SME. We are unaware of the SME's schedules or when the course materials from course directors will be delivered.	Meeting with the SME and delivery of the course materials misses deadline.	Set the second deadline for in 3 days and ask for daily progress reports from team members. Adjust time but taking it away from design and development.	PM Unit	low	medium	N/A	Mitigation
	Ana2.3	2	F course map	Failure to complete course map	FF4	The course map is incomplete until our meeting with the SME. We are unaware of the SME's schedules or when the course materials from course directors will be delivered.	Meeting with the SME and delivery of the course materials misses second deadline.	Pick up the course materials from course directors and find other SME. Any missed time will be taken away from design and development.	PM Unit	low	medium	N/A	Transference
	Des1.1	6	E SME	Early consultation with SME		We currently do not know the SME's schedules or when the course materials from course directors will be delivered. This meeting is essential for the course map and design package.	Able to schedule meetings with SME and early delivery of course director materials.	Outstanding! Start creating the graphic design concept.	ID Unit	high	low	N/A	Acceptance
	Des1.2	3	D SME	Delay in consultations with SME	FF4	We currently do not know the SME's schedules or when the course materials from course directors will be delivered. This meeting is essential for the course map and design package.	Missed first deadline with SME and/or course director materials were not delivered.	Make a second deadline for 2 days out and ask for daily progress reports	ID Unit	low	medium	N/A	Mitigation
	Des1.3	2	F SME	Failure to meet with SME	FF4	We currently do not know the SME's schedules or when the course materials from course directors will be delivered. This meeting is essential for the course map and design package.	Missed second deadline with SME and / or course director materials were not delivered.	Pick up the course materials from course directors and find other SME. Any missed time will be taken away from development.	ID Unit	low	high	N/A	Transference

Design													
Des2.1	5	E graphic concept	Early completion of graphic design concept	FF4	The graphic design concept is contingent on the visual content which are completed by separate team members on different schedules.	Good communication and collaboration between ID unit and MM unit.	Combine reports and submit content graphic request. Additional time will be added to development.	ID Unit	high	low	N/A	Acceptance
Des2.2	3	D graphic concept	Delay in completion of graphic design concept	FF4	The graphic design concept is contingent on the visual content which are completed by separate team members on different schedules.	First deadline is not met by either the ID unit or the MM unit, or both.	Set a second deadline for 2 days and ask for progress reports from each unit.	ID Unit	low	medium	N/A	Mitigation
Des2.3	2	F graphic concept	Failure to complete graphic design concept	FF4	The graphic design concept is contingent on the visual content which are completed by separate team members on different schedules.	Second deadline is not met by either unit or both.	Set a third deadline for 1 day. Missed time will be taken away from development.	ID Unit	low	high	N/A	Mitigation
Des3.1	5	E visual content	Early completion of visual content	FF4	The visual content is contingent on the graphic design concept which are completed by separate team members on different schedules.	Good communication and collaboration between ID unit and MM unit.	Combine reports and submit content graphic request. Additional time will be added to development.	MM Unit	high	low	N/A	Acceptance
Des3.2	3	D visual content	Delay competing of visual content	FF4	The visual content is contingent on the graphic design concept which are completed by separate team members on different schedules.	First deadline is not met by either the ID unit or the MM unit, or both.	Set a second deadline for 2 days and ask for progress reports from each unit.	MM Unit	low	medium	N/A	Mitigation
Des3.3	2	F visual content	Failure to complete visual content	FF4	The visual content is contingent on the graphic design concept which are completed by separate team members on different schedules.	Second deadline is not met by either unit or both.	Set a third deadline for 1 day. Missed time will be taken away from development.	MM Unit	low	high	N/A	Mitigation
Des4.1	6	E graphic request	Early submission for content graphics requests	FF4	The visual content relies on the completion of graphic design concepts, which are undertaken by distinct team members operating on separate schedules.	Good communication and collaboration between ID unit and MM unit. Result, the content graphics request is sent in early.	Excelsior! ID unit can start creating the study groups and MM unit the videos.	ID Unit	high	low	N/A	Acceptance
Des4.2	3	D graphic request	Delay in submission for content graphics requests	FF4	The visual content relies on the completion of graphic design concepts, which are undertaken by distinct team members operating on separate schedules.	First deadline is not met by either the ID unit or the MM unit, or both.	Set a second deadline for 2 days and ask for progress reports from each unit.	ID Unit	low	medium	N/A	Mitigation
Des4.3	2	F graphic visual request	Failure to submit content graphics requests	FF4	The visual content relies on the completion of graphic design concepts, which are undertaken by distinct team members operating on separate schedules.	Second deadline is not met by either unit or both.	Set a third deadline for 1 day. Missed time will be taken away from development.	ID Unit	low	high	N/A	Mitigation
Des5.1	5	E assessments	Early completion of designing study groups and scheduling features	FF4	These are being designed by the team members who are also in the ID unit and MM unit who are on different schedules.	Good communication and collaboration between ID unit and MM unit resulting in early completion of practical tasks, quizzes and tests for courses.	Outstanding! Upload information to Study buddy course shells once created. Extra time will be added to development	Eval Unit	high	low	N/A	Acceptance

Des5.2	3	D assessments	Delay in completion of designing study groups and scheduling features	FF4	These are being designed by the team members who are also in the ID unit and MM unit who are on different schedules.	First deadline is not met by either the ID unit or the MM unit, or both.	Set a second deadline for 2 days and ask for progress reports from each unit.	Eval Unit	low	medium	N/A	Mitigation
Des5.3	2	F assessments	Failure to complete designing study groups and scheduling features	FF4	These are being designed by the team members who are also in the ID unit and MM unit who are on different schedules.	Second deadline is not met by either unit or both.	Set a third deadline for 1 day. Missed time will be taken away from development.	Eval Unit	low	high	N/A	Mitigation
Dvp1.1	3	Software glitch	Software malfunction	Tech	Study Buddy is our electronic platform for our LMS. It is essential IT has this available for course construction.	Delays can include weaterh issues such as power outages due to lightning or longer lasting such as a hurricane evacuation when Study buddy may not be available.	Determine the duration delay and adjust the schedule if needed.	PM Unit	low	medium	N/A	Acceptance
Dvp1.2	1	F Software	Software failure with	Tech	Study Buddy is our electronic platform for our LMS. It is essential IT has this available for course construction.	Delays can include weaterh issues such as power outages due to lightning or longer lasting such as a hurricane evacuation when Study buddy may not be available for some time as opposed to over night.	Determine the delay duration and adjust the schedule if needed. Contact IT and assess the duration if it will be more than 2 days, adjust time accordingly.	PM Unit	low	medium	N/A	Acceptance
Dvp2.1	3	D course shell	Delay in course shell creation from IT	Xmen	IT is creating the course shell for the Study buddy courses in which the ID will construct the course. Delay in IT creating a course shell will delay course creation in Study buddy.	Course is not created within the 24 hour window as noted by IT.	Contact IT and assess the duration's delay. Adjust schedule if needed.	PM Unit	low	medium	N/A	Acceptance
Dvp2.2	1	F course shell	Failure in course shell creation from IT	Xmen	IT is creating the course shell for the Study buddy courses in which the ID will construct the course. Faliure for IT to create course shells will stop course creation in Study buddy. Failure can occur in Risk Dvp. 1.2	Course is not created within the 48 hour window as noted by IT.	Contact IT and assess the duration's delay. Adjust schedule if needed. If it will be more than 2 days, adjust time accordingly.	PM Unit	low	high	N/A	Acceptance
Dvp3.1	6	E course materials	Early delivery of course materials from course directors needed for creating Study buddy courses	FF4	Course materials are essential for course creation. We are uncertain when they are to be delivered from course directors. However, a deadline has been created for them.	Course directors deliver their materials before the deadline.	Outstanding! Continue with creating Study buddy courses. Additional time added to ID unit and MM unit development time.	ID Unit	medium	low	N/A	Acceptance
Dvp3.2	3	D course materials	Delay in delivery of course materials from course directors needed for creating Study buddy courses	FF4	Course materials are essential for course creation. We are uncertain when they are to be delivered from course directors. However, a deadline has been created for them.	Course directors deliver their materials after the deadline.	Set a second deadline for 2 days and communicate this to course directors.	ID Unit	medium	medium	N/A	Mitigation

Phase		ID	#	Code	Risk	Type	Description	Trigger	Response	Owner	Prob	Impact		Strategy
Development		Dvp3.3	2	F course materials	Failure in deliver of course materials from course directors needed for creating Study buddy courses	FF4	Course materials are essential for course creation. We are uncertain when they are to be delivered from course directors. However, a deadline has been created for them.	Course directors deliver their materials after the second deadline.	Pick up the course director materials personally. Time will be reduced in ID unit and MM unit development time.	ID Unit	low	high	N/A	Mitigation
		Dvp4.1	5	E ID	Early completion of instructional design	FF4	We need the course materials and a meeting with the SME. It is difficult to determine how much time will be needed for course creation outside the estimate given to the committee.	ID unit has all the needed materials and is able to finish ahead of schedule.	Check to see assistance is needed with eval or MM units.	ID Unit	medium	low	N/A	Acceptance
		Dvp4.2	3	D ID -tech	Delay in completion of instructional design due to technical difficulties	Tech	We do not have the course shells created by IT. After they are created only then can course creation begin.	ID unit does not have the Study buddy course shells created by IT to develop the courses.	Contact IT to understand the delay and it's duration.	ID Unit	low	low	N/A	Acceptance
		Dvp4.3	3	D ID - HR	Delay in completion of instructional design due to human error and issues	FF4	We need the course materials and a meeting with the SME. It is difficult to determine how much time will be needed for course creation outside the estimate given to the committee.	ID unit missed the first deadline due to not receiving the materials from course directors and/or meeting with SME on time.	Contact course directors for materials and SME for meetings. A second deadline is set ASAP.	ID Unit	low	medium	N/A	Mitigation
		Dvp4.4	2	F ID	Failure to complete instructional design	FF4	We need the course materials and a meeting with the SME. It is difficult to determine how much time will be needed for course creation outside the estimate given to the committee.	ID unit missed the second deadline due to not receiving the materials from course directors and/or meeting with SME on time.	Pick-up course director materials after the second deadline. If SME have not responded find a new one in 24-hrs.	ID Unit	low	high	N/A	Mitigation
		Dvp5.1	5	E vid	Early completion of videos	FF4	We need the course materials and a meeting with the SME. It is difficult to determine how much time will be needed for course creation outside the estimate given to the committee.	MM unit has all needed materials and is able to finish ahead of schedule.	Stupendous! Add materials to ID unit's courses.	MM Unit	medium	low	N/A	Acceptance
		Dvp5.2	3	D vid - tech	Delay in completion of videos due to technical difficulties	Tech	Due to unforseen issues with electrical equipment, this could delay the project.	MM unit has electical equipment difficulty and is unable to finish on deadline.	Video recording equipment would need to be outsourced if the rest of campus cannot assist with video equipment.	MM Unit	low	medium	N/A	Acceptance
		Dvp5.3	3	D vid - HR	Delay in completion of videos due to human error and issues	FF4	We need the course materials and a meeting with the SME. It is difficult to determine how much time will be needed for course creation outside the estimate given to the committee.	First deadline is not met by the MM unit.	Set a second deadline for 3 days and ask for daily progress reports.	MM Unit	low	medium	N/A	Mitigation
		Dvp5.4	2	F vid	Failure to complete videos	FF4	We need the course materials and a meeting with the SME. It is difficult to determine how much time will be needed for course creation outside the estimate given to the committee.	Second deadline is not met by MM unit .	Take video as is and add to the course. Additional video material will be added on the second iteration of the course.	MM Unit	low	high	N/A	Acceptance

ID	#	Code	Name	Type	Description	Status	Response	Unit				Strategy
Imp1.1	6	E upload	Early course upload	Tech	Courses can be published to the Study buddy system after full team approval. Each team member works separately and has separate schedules. Coordination between the schedules for final approval is sketchy.	All units were able to coordinate and approve the courses before the first deadline.	Fantastic! ID unit assist with Operations Unit in project management of the courses.	ID Unit	medium	low	N/A	Acceptance
Imp1.2	3	D upload	Delay in course upload	Tech	Courses can be published to the Study buddy system after full team approval. Each team member works separately and has separate schedules. Coordination between the schedules for final approval is sketchy.	All units were unable to coordinate and approve courses by the first deadline.	Second deadline is created for 1 day so everyone can approve the courses. A meeting will be called where everyone on the project can attend and sign off on the courses.	ID Unit	low	medium	N/A	Mitigation
Imp1.3	1	F upload	Failure to upload course	Tech	Courses can be published to the system after full team approval. Each team member works separately and has separate schedules. Coordination between the schedules for final approval is sketchy. Unforeseen issues that can pull members from a project permanently, such as hospital stays, hospice care-giver and other such issues are not expected but cannot be controled.	All units were unable to coordinate and approve courses by the second deadline.	Overriding the team member's approval by the project manager.	ID Unit	low	high	N/A	Escalation
Imp2.1	5	E train	Early delivery of training materials to stakeholders	FF4	Training materials is developed by the entire team. Production of training materials depend on their individual workloads and schedules.	The units were able to coordinate well and produced training material before the deadline.	Job well done, PR unit!	PM Unit	medium	low	N/A	Acceptance
Imp2.2	3	D train	Delay in delivering training materials to stakeholders	FF4	Training materials is developed by the entire team. Production of training materials depend on their individual workloads and schedules.	The first deadline is missed by the units in producing training material.	A seond deadline is set in 24-hrs. for distribution.	PM Unit	low	medium	N/A	Mitigation
Imp2.3	2	F train	Failure to deliver training materials to stakeholders	FF4	Training materials is developed by the entire team. Production of training materials depend on their individual workloads and schedules.	The second deadline is missed by the units in producing training material.	Distribution will take place regardless in 24-hrs. after the second deadline is past.	PM Unit	low	medium	N/A	Acceptance
Imp3.1		D prjt mng-tech	Delay in project management due to technical difficulties	Tech	The project is mainly online besides outside manpower. Unforeseen events, such as weather issues and electrical equipment failure can delay production.	Operations unit expereices equipment failure delaying daily operations for 24 hours.	Contact IT for assistance in assessing the equipment and reason for the campus wide delay. Email patrons an update explaining the situation and when the courses will be accessible again.	PM Unit	low	medium	N/A	Acceptance
Imp3.2		D prjt mng - HR	Delay in project management due to human error and issues	FF4	The project is mainly online but may have issues due to accessibility corrections or files are not being readable from the project site as it is transferred to the working site.	Accessibility and document format issues after the course activation but not publication.	Update the files as needed and test the course again before publishing.	PM Unit	low	low	N/A	Acceptance

	ID	#	Code	Type	Description	Detail 1	Detail 2	Detail 3	Owner	L1	L2	L3	Response
	Imp3.3	2	F prjt mng - tech	Tech	Failure in project management due to technical difficulties	The project is mainly online besides outside manpower. Unforeseen events, such as weather issues and electrical equipment failure can delay production. Outsourcing a host might be needed.	Operations unit expereices equipment failure delaying daily operations for more than 48 hours.	Contact IT for assistance in assessing the equipment and reason for the campus wide delay. Email patrons an update explaining the situation and when the courses will be accessible again.	PM Unit	low	medium	N/A	Acceptance
	Imp3.4	2	F prjt mng - HR	FF4	Failure in project management due to human error and issues	The project is mainly online but may have issues due to accessibility corrections or files are not being readable from the project site as it is transferred to the working site. Modifications will be needed to avoid long delays.	Accessibility and document format issues after the course activation and publication.	Update the files as needed and test the course again before emailing patrons about the correction and delay.	PM Unit	low	high	N/A	Acceptance
Evaluation	Eval1.1	5	E eval	FF4	Early completion of evaluation and survey performance and format	This is contingent on course creation which is determined by several schedulels between the ID and multi-media teammates who have different working schedules.	ID unit and MM unit turn in unti projects ahead of schedule. Eval unit creates evaluation and survey performance format based off of their submissions.	Eval Unit has ID Unit and MM Unit double-check evaluation and survey performace formats.	Eval Unit	high	low	N/A	Acceptance
	Eval1.2	3	D eval	FF4	Delay in completion of evaluation and survey performance and format	This is contingent on course creation which is determined by several schedulels between the ID and multi-media teammates who have different working schedules.	ID unit and MM unit turn in unti projects after first deadline.	Second deadline is set for 1 day and progress reports are requested.	Eval Unit	low	medium	N/A	Mitigation
	Eval1.3	2	E eval	FF4	Failure of completion of evaluation and survey performance and format	This is contingent on course creation which is determined by several schedulels between the ID and multi-media teammates who have different working schedules.	ID unit and MM unit turn in unti projects after second deadline.	Eval Unit creates a generic survey format to be submitted.	Eval Unit	low	medium	N/A	Acceptance
	Eval2.1	3	D mid - tech	Tech	Delay due to technical difficulties in administering the pilot mid-semester evaluation	The evaluation is electronic. Unforseen issues with electrical equipment may take place.	Unforseen issues with electrical equipment take place delaying the mid-pilot semester evaluation by 24-hrs.	The evaluation is published and an email sent to patrons describing the delay and its current availlability	Eval Unit	low	medium	N/A	Acceptance
	Eval2.2	3	D mid - HR	FF4	Delay due to human error and issues in administering the pilot mid-semester evaluation	The evaluation after entered needs approval by the project manager. Availablity of the project manager's schedule is to be determined.	The project manager is unable to approve of the mid-semester evaluation by the release date.	The project manager is given 48 hours to sign off on the mid-pilot semester evaluation.	Eval Unit	low	medium	N/A	Mitigation
	Eval2.3	2	F mid - tech	Tech	Failure due to technical difficulties and issues in administering pilot mid-semester evaluation	The evaluation is electronic. Unforseen issues with electrical equipment may take place.	Unforseen issues with electrical equipment take place delaying the mid-pilot semester evaluation by 48-hrs.	The evaluation is published and an email sent to patrons describing the delay and its current availlability	Eval Unit	low	medium	N/A	Acceptance

ID		Code	Risk	Cause	Event	Response	Owner				Strategy
Eval2.4	2	F mid - HR	Failure due to human error and issues in administering pilot mid-semester evaluation	FF4	The evaluation after entered needs approval by the project manager. Availablity of the project manager's schedule is to be determined.	The project manager is unable to approve of the mid-semester evaluation 48-hrs. after the release date.	The evaluations is published as is with an email to patrons apologizing for the delay and that the evaluation is available.	Eval Unit	low	medium	N/A	Acceptance
Eval3.1	3	D end - tech	Delay due to technical difficulties in administering the pilot end-semester evaluation	Tech	The evaluation is electronic. Unforseen issues with electrical equipment may take place.	Unforseen issues with electrical equipment take place delaying the end-pilot semester evaluation by 24-hrs.	The evaluation is published and an email sent to patrons describing the delay and its current availlability	Eval Unit	low		N/A	Acceptance
Eval3.2	3	D end - HR	Delay due to human error and issues in administering the pilot end-semester evaluation	FF4	The evaluation after entered needs approval by the project manager. Availablity of the project manager's schedule is to be determined.	The project manager is unable to approve of the end-semester evaluation by the release date.	The project manager is given 48 hours to sign off on the end-pilot semester evaluation.	Eval Unit	low		N/A	Mitigation
Eval3.3	2	F end - tech	Failure due to technical difficulties in administering the pilot end-semester evaluation	Tech	The evaluation is electronic. Unforseen issues with electrical equipment may take place.	Unforseen issues with electrical equipment take place delaying the end-pilot semester evaluation by 48-hrs.	The evaluation is published and an email sent to patrons describing the delay and its current availlability	Eval Unit	low	medium	N/A	Acceptance
Eval3.4	2	F end - HR	Faliure due to human error and issues in administering pilot end-semester evaluation	FF4	The evaluation after entered needs approval by the project manager. Availablity of the project manager's schedule is to be determined.	The project manager is unable to approve of the end-semester evaluation 48-hrs. after the release date.	The evaluations is published as is with an email to patrons apologizing for the delay and that the evaluation is available.	Eval Unit	low	medium	N/A	Acceptance
PR1.1	3	I PR	Increase in cost of PR materials	Xmen	Costs estimated in the project charter for PR materials may change after the project charter has been approved.	Cost of PR materials increased.	The program manager needs to find funds or decrease their order size from the PR unit.	PR Unit	low	medium	N/A	Acceptance
PR1.2	5	De PR	Decrease in the cost of PR materials	Xmen	Costs estimated in the project charter for PR materials may change after the project charter has been approved.	Cost of PR materials decreased.	The program manager can increase their order to cover the surplus in funds.	PR Unit	low	low	N/A	Acceptance
PR2.1	5	E PR delivery	Early delivery of PR materials	Xmen	Project content graphic package needs to be complete before PR materials can be created and delivered.	PR unit receives material on-time or early and is able to produce materials before the deadline.	PR has additional time to formulate further distribution possibilities.	PR Unit	medium	low	N/A	Acceptance
PR2.2	3	D PR delivery	Delay in delivery of PR Materials	Xmen	Project content graphic package needs to be complete before PR materials can be created and delivered.	PR unit receives the materials past the deadline by 24-hrs. Materials are created late.	PR has less time to formulate distribution possibilities.	PR Unit	low	medium	N/A	Acceptance
PR2.3	2	F PR delivery	Faliure of PR mateirals to be delivered	Xmen	Project content graphic package needs to be complete before PR materials can be created and delivered.	PR unit receives the materials past the deadline by 48-hrs. Materials are created late.	PR has to use traditional routes of distribution.	PR Unit	low	medium	N/A	Acceptance

PR & Marketing

PR3.1	5	E PR distribution	Early distribution of PR materials	Xmen	Project content graphic package needs to be complete before PR materials can be created, delivered and distributed.	PR unit creates materials earlier than the deadline.	Additional routes plus the traditional ones can have PR distribution.	PR Unit	medium	low	N/A	Acceptance
PR3.2	3	D PR distribution	Delay in distribution of PR materials	Xmen	Project content graphic package needs to be complete before PR materials can be created, delivered and distributed.	PR unit creates materials 24-hrs. past the deadline.	Only a few new routes plus the traditional ones of the distribution of PR materials.	PR Unit	low	medium	N/A	Acceptance
PR3.3	2	F PR distribution	Failure to distribute PR mateirals	Xmen	Project content graphic package needs to be complete before PR materials can be created, delivered and distributed.	PR unit creates materials 48-hrs. past the deadline.	Only traditional routes of distribution can be used for PR materials.	PR Unit	low	medium	N/A	Acceptance
Clo1.1	3	D final	Delay in final project report creation	FF4	Evaluation material needs to be completed before the project report can be created. All is contingent on if there no delays in the evaluation data being delivered to the project manager.	There is a 24-hr. delay in distribution evaluation material and delay in sending it to the project managere.	Project manager asks for an update from the Eval unit of when the end-semester evaluations were distributed and when the data would be ready.	PM Unit	low	low	N/A	Acceptance
Clo1.2	2	F final	Failure in final project report creation	FF4	Evaluation material needs to be completed before the project report can be created. All is contingent on if there no failures in the evaluation data being compiled and delivered to the project manager.	There is a 48-hr. delay in distribution evaluation material and delay in sending it to the project managere.	Data will be collected and sent to the project manager to compile the final project report.	PM Unit	low	medium	N/A	Acceptance
Clo2.1	3	D lessons	Delay in creating lessons-learned report	FF4	Lessons-learned is dependant on the project report creation. If there are any delays in its creation it could delay the lessons-learned report creation.	There is a 24-hr. delay in creating the project report.	The project manager is given 48 hours to complete the report.	PM Unit	low	low	N/A	Acceptance
Clo2.2	2	F lessons	Failure to create lessons-learned report	FF4	Lessons-learned is dependant on the project report creation. If there are any failures in its creation it could stop the lessons-learned report creation.	There is a 48-hr. delay in creating the project report.	The project manager submits the final project report to the committee and asks for a 24-hr. extension on the compiling of the lessons-learned report.	PM Unit	low	medium	N/A	Mitigation

Close-out of Project

Risk Rank	
1	Disaster
2	Dibacle
3	Issue
4	To be observed
5	Minor success
6	Success
7	Excelsior!

Risk Abbreviations Key	
D	Delay
De	Decrease
E	Early
F	Failure
I	Increase

Categories Key	
FF4	Human Resources Internal
Xmen	Human Resources External
Tech	Technology
T	Time