**Risk management plan**

Admission system

**Contents**

[**List of table** 2](#_Toc372056520)

[**1.** **Revision** 3](#_Toc372056521)

[**2.** **Introduction** 4](#_Toc372056522)

[2.1. Purpose 4](#_Toc372056523)

[2.2. Audience 4](#_Toc372056524)

[2.3. Scope 4](#_Toc372056525)

[2.4. Referrence 4](#_Toc372056526)

[2.5. Definition 4](#_Toc372056527)

[**3.** **Risk management process** 5](#_Toc372056528)

[3.1. Risk management process 5](#_Toc372056529)

[3.2. Risk management description 5](#_Toc372056530)

[3.3. Tool for management 6](#_Toc372056531)

[**4.** **Roles and Responsibility** 8](#_Toc372056532)

[**5.** **Risk resource** 9](#_Toc372056533)

[**6.** **Probability occur** 9](#_Toc372056534)

[7. **Impact of risk** 10](#_Toc372056535)

[**8.** **The level of damage of the product** 11](#_Toc372056536)

# **List of table**

[Table 1: Revision history](#_Toc371877700) 3

[Table 2: Risk management description](#_Toc371877700) 5

[Table 3:Role and responsibilities](#_Toc371877700) 7

[Table 4: Risk resource](#_Toc371877700) 8

[Table 5: Assess the probability of occurrence of the project](#_Toc371877700) 9

[Table 6: Matrix between the probability and the impact of product](#_Toc371877700) 10

# **Revision**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Version** | **Update date** | **Author** | **Content** |
| 1 | 1.0 | 12/11/2013 | Ngo Quang Huy | Create document |
| 2 |  |  |  |  |

Table 1: Revision history

# **Introduction**

## Purpose

The purpose of Risk Management (RM) is to identify potential problems before they occur so that risk-handling activities can be planned and invoked as needed across the life of the product or project to mitigate adverse impacts on achieving objectives.

## Audience

* Deadline team
* Mentor: Bui Minh Phung

## Scope

* The Risk Management Process is applied to Admission System projects in VLU Capstone Project

## Reference

* Risk Management Guideline

## Definition

* **Risk:** Project risk is an uncertain event or condition that, if it occurs, has a positive or a negative effect on at least one project objective, such as time, cost, scope, or quality…
* **Risk management:** Risk management is the human activity which integrates recognition of risk, risk assessment, developing strategies to manage it, and mitigation of risk using managerial resources. The strategies include transferring the risk to another party, avoiding the risk, reducing the negative effect of the risk, and accepting some or all of the consequences of a particular risk

# **Risk management process**

## Risk management process



## Risk management description

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Activity** | Description | Responsibility |
| 1 | Identify risks | * Learning from the experience of those involved in the project and those who have experience or history data from history project to identify possible risks. * PM refers performance evaluation report, Issues log, project completion reports of similar projects in the past to identify the problems, issues can become risks. * Identify risks that may affect project by checklist lists the possible risks | Team member |
| 2 | Analyze impact of risks | * Risk Analysis based on Probability, Effect and Extent of parameters * Update on risk list. | PM |
| 3 | Assess and Prioritize risks | * Goal is defined at phase 1, analysis goal, if goal isn’t clear understand, continuous analysis goal * Update on risk list. | Team member |
| 4 | Get risk and Create meeting plan | * Created a meeting to prepare for work implementation of risk assessment to track it. | PM |
| 5 | Decide on Control Options | * Establish risk mitigation plans, then implement them * Monitor and Tracking risks | PM |
| 6 | Establish risk mitigation plans | * PM Establish risk mitigation plans include: * Approach, identify risks, analyze and monitor * Monitoring risk and reporting plan * Identify the activities, roles and responsibilities of the members of the risk management process * Estimated cost for implementation of work risk management * The tools and techniques used in risk management and storage | PM |
| 7 | Implement risk mitigation plans | * On the basis of the results of risk analysis, planning to manage risks * Give plan to manage that risk | Team member |
| 8 | Monitor and Tracking risks | * Monitors and updates the impact, probability of risk occurring periodically * Effectiveness of the plan to resolve the risk, or if the risk has become a reality, the effectiveness of the risk management plan | PM |
| 9 | Close risk | * Risks that are canceled and not need to manage will be close and set status to Closed | Team member |

Table 2: Risk management description

## Tool for management

* Risk Management Plan Template
* [Risk](http://www.gweg-vn.com/gup/images/docs/gup/checklists/S-CL-SDL-012%20-%20Risk%20Identification%20Checklist.xls)  Management

# **Roles and Responsibility**

|  |  |  |
| --- | --- | --- |
| No | Roles | Responsibilities |
| 1 | Project Manager | * Identify risks * Risk Analysis * Determine meeting for the risk management * Provide a template for work description and plan for the risks that * Monitor and risk same leader-phase decision closing the risks * Confirm approve or reject risk. |
| 2 | Leader phase | * Participate in identifying risks, risk analysis * Participate in meeting risk assessment and implementation plan for the management of risk |
| 3 | Project member | * Participate in identifying risks, risk analysis * Given the risks * To resolve the risks according to the plan given |

Table 3: Role and responsibility

# **Risk resource**

|  |  |  |
| --- | --- | --- |
| **No** | **Source risks** | **Description** |
| 1 | **Requirement** | * Sources include risks due to the difference between the required properties such as stability, full, clear, effective, feasible, precedent and scale. |
| 2 | **Scope** | * Mentioned to define scope of project. |
| 3 | **Performance** | * Mentioned to the elements that a project is totally dependent on such as: productivity,morale... |
| 4 | **Estimating** | * Mentioned to the elements to be analy. |
| 5 | **Communication** | * Mentioned to communication between members all team. |
| 6 | **Technology** | * Sources include risks due to the complex which team must use to develop product |
| 7 | **Skill** | * Ability to carry out a task with pre-determined results often within a given amount of time,energy, or both. |
| 8 | **Resources** | * Mentioned to the elements that a project is totally dependent on such as: Schedule, Staff, and Budget & Facilities. |

Table 4: Risk resource

# **Probability occur**

The following chart allows assess the level occurs. In the process of risk analysis probability risks will be evaluated according to the chart below:

|  |  |
| --- | --- |
| **Ranking** | **Probability** |
| Very High | >0.8 |
| High | 0.6<0.8 |
| Medium | 0.4<0.6 |
| Low | 0.2<0.4 |
| Very Low | <0.2 |

Table 5: Assess the probability of occurrence of the project

1. **Impact of risk**

Table below to determine the impact of risks on the project include (cost, schedule, scope and quality)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Objective** | **Non-Linear Scale** | | | | |
| **Very low**  **0.1** | **Low**  **0.3** | **Medium**  **0.5** | **High**  **0.7** | **Critical**  **0.9** |
| Schedule | < 5%  Overall Project Slippage | 5-10%  Overall Project Slippage | 10-20%  Overall Project Slippage | 20-30%  Overall Project Slippage | > 30%  Overall Project Slippage |
| Scope | Minor areas of Scope are affected | Major areas of Scope are affected | Major areas of Scope are affected and confusing the stakeholder | Scope reduction unacceptable to the stakeholder | Project end item is effectively useless |
| Quality | Only very demanding applications are affected | A few applications are affected | Quality reduction requires stakeholder approval | Quality reduction unacceptable to the stakeholder | Project end item is effectively unusable |

Table 6: Impact of risk

# **The level of damage of the product**

Matrix of probability of occurring and impact allows us to review the priority of risk. Here the risk of falling into the red box will be the highest priority, next priority will be yellow and green risks will be the lowest priority.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Probability** | **Risk Score =P\*I** | | | | |
| 0,9 | 0,09 | 0,27 | 0,45 | 0,63 | 0,81 |
| 0,7 | 0,07 | 0,21 | 0,35 | 0,49 | 0,63 |
| 0,5 | 0,05 | 0,15 | 0,25 | 0,35 | 0,45 |
| 0,3 | 0,03 | 0,09 | 0,15 | 0,21 | 0,27 |
| 0,1 | 0,01 | 0,03 | 0,05 | 0,07 | 0,09 |
| **Impact** | 0,1 | 0,3 | 0,5 | 0,7 | 0,9 |

Table 7: Matrix between the probability and the impact of product