**Risk Register and a SWOT Analysis**

**Project name:** Enhancing Operational Efficiency in a Multi-Specialty Hospital

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**Risk register**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risk ID** | **Risk Description** | **Risk Category** | **Likelihood** | **Impact** | **Severity** |
| R01 | Scheduling conflicts from incomplete system integration | Technical | High | High | High |
| R02 | System glitches that cause appointment delays/errors | Technical | Medium | High | High |
| R03 | Limited staff availability | Operational | Medium | Medium | Medium |
| R04 | Overbooked doctor schedules that cause patient dissatisfaction | Operational | High | High | High |
| R05 | Patients experience longer wait times during system transfer | Stakeholder | Medium | High | High |
| R06 | Staff resistance to new scheduling system | Stakeholder | Medium | Medium | Medium |
| R07 | Data breaches due to system integration | Technical | Low | High | Medium |
| R08 | Budget and time constraints limit project scope | Operational | Medium | Medium | Medium |
| R09 | Miscommunication between staff | Operational | Medium | Medium | Medium |

**Assess risks using a Risk Assessment Matrix**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Low Impact | Medium Impact | High Impact |
| High Likelihood | Green | Yellow | Red  (R01,R04) |
| Medium Likelihood | Green | Yellow (R06,R08,R09) | Red  (R02,R05) |
| Low Likelihood | Green | Green | Yellow  (R07) |

**Conduct SWOT analysis**

Strengths

* Strong stakeholder involvement
* Well-planned project scope and objectives
* Access to supporting data sets and stakeholder

Weaknesses

* Limited staff availability
* Potential service disruptions during transition
* Manual workflows and data silos

Opportunities

* System and services integration to improve scheduling
* Automation potential to reduce wait times
* Staff training during transition

Threats

* Data security risks from integration
* Resistance to adapt from staff
* Budget/time constraints