# **Part 6: Project Risk Management**

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| **Risk ID** | **Risk Description** | **Type** | **Probability (1-10)** | **Impact**  **(1-10)** | **Risk Score** | **Response Strategy** | **Cost**  **Estimate** |
| **R1** | Key team members leaving the company | Negative | 8 | 9 | 72 | Mitigate | $8,500 |
| **R2** | Uncooperative users | Negative | 7 | 8 | 56 | Mitigate | $3,500 |
| **R3** | High employee engagement | Positive | 5 | 9 | 45 | Enhance | $5,000+ &1,000/  month |
| **R4** | Inability to track data effectively | Negative | 6 | 7 | 42 | Mitigate | $4,000 |
| **R5** | Team members not providing good status information | Negative | 6 | 7 | 42 | Mitigate | $2,000 |
| **R6** | Successful negotiation of lower health insurance premiums | Positive | 4 | 8 | 32 | Enhance | $2,000 |

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| Risk ID | Risk Description | Action |
| R1 | Key team members leaving the company | Cross-train the members, update project plan and implementing knowledge transfer as well as team building exercises. |
| R2 | Uncooperative users | Conduct user engagement sessions regularly, gather feedback and offer training sessions. |
| R3 | High employee engagement | Introduce incentive program, marketing campaign and adjust program based on feedback. |
| R4 | Inability to track data effectively | Implement a robust data tracking system and provide training on how to use. |
| R5 | Team members not providing good status information | Implement regular status meetings, develop a reporting template, and provide training on reporting. |
| R6 | Successful negotiation of lower health insurance premiums | Collect and present data on improved health metrics, engage in negotiations with insurance providers. |

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| Risk ID | Probability | Impact | Risk Score |
| R1 | 8 | 9 | 72 |
| R2 | 7 | 8 | 56 |
| R3 | 5 | 9 | 45 |
| R4 | 6 | 7 | 42 |
| R5 | 6 | 7 | 42 |
| R6 | 4 | 8 | 32 |

**Rationale for Risk Scores**

**Negative Risk: Key team members leaving the company (R1)**

* **Probability: 8** - Given the history of the project and existing turnover, the probability of team members leaving is the highest.
* **Impact: 9** - Losing key team members can significantly disrupt project progress, requiring time and resources to onboard new members and carry out missed work.

**Positive Risk: High employee engagement in the programs leading to improved health (R4)**

* **Probability: 5** - There's a moderate chance of high engagement if the programs are well-promoted and incentivized.
* **Impact: 9** - If successful, high engagement can lead to significant improvements in employee health, thereby achieving project goals and reducing insurance premiums.

**Response Strategies**

**Negative Risk: Key team members leaving the company (R1)**

* **Response Strategy: Mitigate**
  + **Tasks**:
    1. **Create a knowledge transfer plan**: Document all critical processes and knowledge. (2 weeks, $2,000)
    2. **Cross-train team members**: Ensure multiple team members are knowledgeable about critical tasks. (4 weeks, $4,000)
    3. **Develop a succession plan**: Identify potential internal replacements and start preliminary training. (2 weeks, $1,500)
    4. **Engage in team-building activities**: Improve team cohesion and job satisfaction. (1 week, $1,000)
* **Time and Cost Estimates**:
  + Total time: 9 weeks
  + Total cost: $8,500

**Positive Risk: High employee engagement in the programs leading to improved health (R4)**

* **Response Strategy: Enhance**
  + **Tasks**:
    1. **Develop a marketing campaign**: Create materials to promote the programs. (3 weeks, $3,000)
    2. **Introduce incentive programs**: Design rewards for participation and achievements. (2 weeks, $2,000)
    3. **Regularly collect and share success stories**: Highlight positive outcomes to motivate others. (Ongoing, $1,000/month)
    4. **Monitor and adjust programs**: Continuously improve based on feedback and participation rates. (Ongoing, $1,000/month)
* **Time and Cost Estimates**:
  + Initial time: 5 weeks
  + Initial cost: $5,000
  + Ongoing cost: $1,000/month