CHAPTER 8:

MANAGING RISK

1

CONTENTS

2

INTRODUCTION

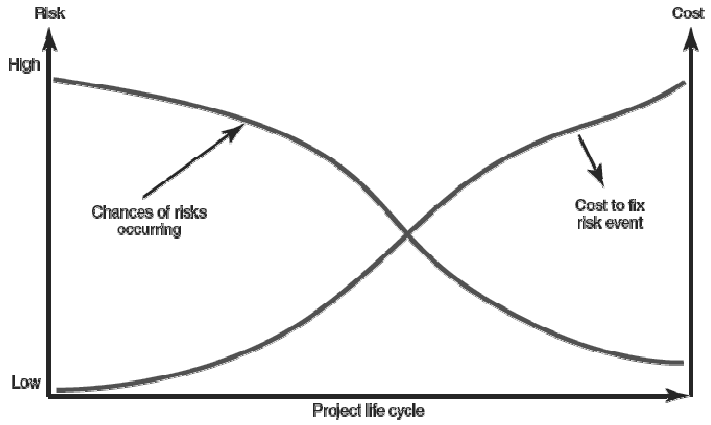
3

Risk Management Process

1. Risk
   - Uncertain or chance events that planning can not overcome or control.
2. Risk Management
   - A proactive attempt to recognize and manage internal events and external threats that affect the likelihood of a project's success.
     - What can go wrong (risk event).
     - How to minimize the risk event's impact (consequences).
     - What can be done before an event occurs (anticipation).
     - What to do when an event occurs (contingency plans).

4

The Risk Event Graph



5

Risk Management's Benefits

1. A proactive rather than reactive approach.
2. Reduces surprises and negative consequences.
3. Prepares the project manager to take advantage of appropriate risks.
4. Provides better control over the future.
5. Improves chances of reaching project performance objectives within budget and on time.

6

PERT METHOD

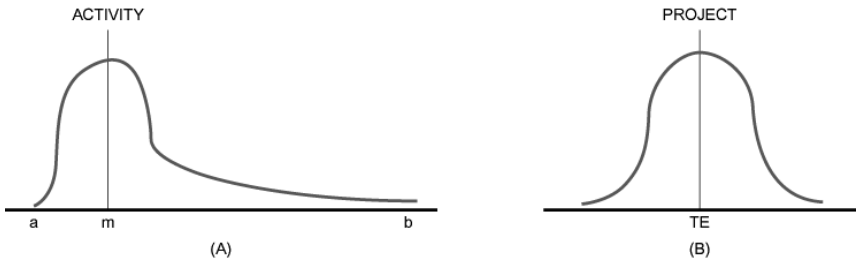
7

PERT—PROGRAM EVALUATION REVIEW TECHNIQUE

1. Assumes each activity duration has a range that statistically follows a beta distribution.
2. PERT uses three time estimates for each activity: optimistic, pessimistic, and a weighted average to represent activity durations.
   - Knowing the weighted average and variances for each activity allows the project planner to compute the probability of meeting different project durations.

8

Activity and Project Frequency Distributions



9

Activity Time Calculations

The weighted average activity time is computed by the following formula:

$$t_e = \frac{a + 4m + b}{6}$$

where t_e = weighted average activity time

a = optimistic activity time (1 chance in 100 of completing the activity earlier under *normal* conditions)

b = pessimistic activity time (1 chance in 100 of completing the activity later under *normal* conditions)

m = most likely activity time

10

Activity Time Calculations (cont'd)

The variability in the activity time estimates is approximated by the following equations:

The standard deviation for the activity:

$$\sigma_{t_e} = \left(\frac{b - a}{6}\right)$$

The standard deviation for the project:

$$\sigma_{T_E} = \sqrt{\Sigma \sigma t_e^{\,2}}$$

Note the standard deviation of the activity is squared in this equation; this is also called variance. This sum includes only activities on the critical path(s) or path being reviewed.

11

Activity Times and Variances

Activity	a	m	b	t_e	$[(b - a)/6]^2$
1–2	17	29	47	30	25
2–3	6	12	24	13	9
2–4	16	19	28	20	4
3–5	13	16	19	16	1
4–5	2	5	14	6	4
5–6	2	5	8	5	1

12

Probability of Completing the Project

The equation below is used to compute the "Z" value found in statistical tables (Z = number of standard deviations from the mean), which, in turn, tells the probability of completing the project in the time specified.

$$Z = \frac{T_S - T_E}{\sqrt{\Sigma \sigma_{te^2}}}$$

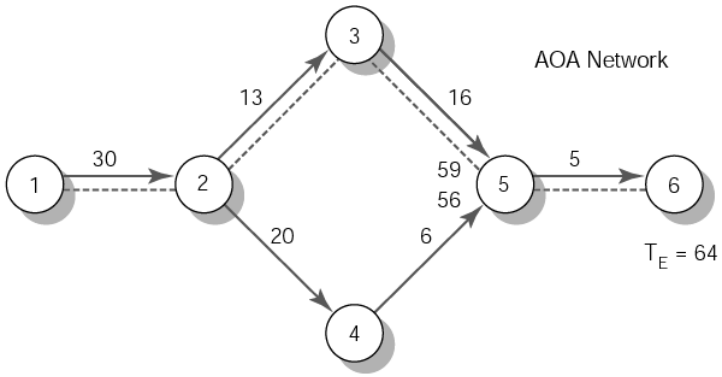
where T_E = critical path duration

T_S = scheduled project duration

Z = probability (of meeting scheduled duration)

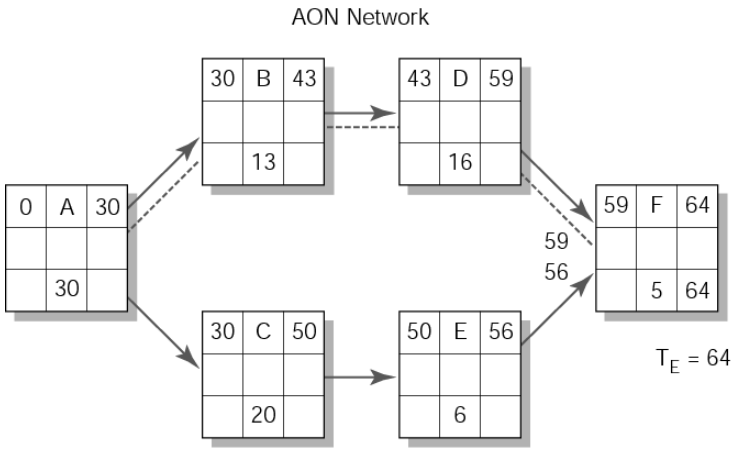
13

Hypothetical Network



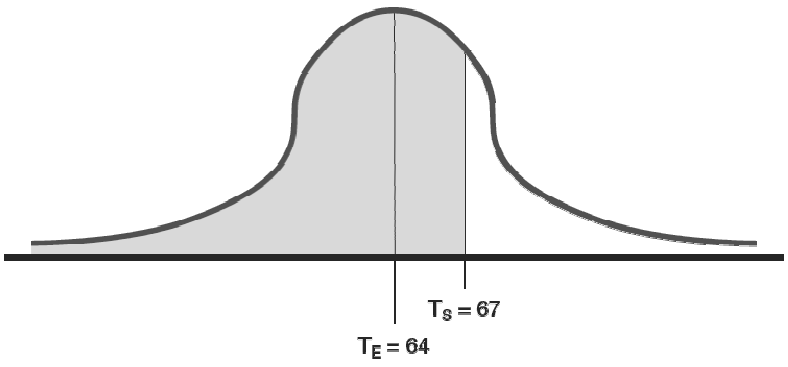
14

Hypothetical Network (cont'd)



15

Possible Project Duration



16

Z Values

STANDARD NORMAL DISTRIBUTION: Table Values Represent AREA to the LEFT of the Z score.

Z	.00	.01	.02	.03	.04	.05	.06	.07	.08	.09
-3.9	.00005	.00005	.00004	.00004	.00004	.00004	.00004	.00004	.00003	.00003
-3.8	.00007	.00007	.00007	.00006	.00006	.00006	.00006	.00005	.00005	.00005
-3.7	.00011	.00010	.00010	.00010	.00009	.00009	.00008	.00008	.00008	.00008
-3.6	.00016	.00015	.00015	.00014	.00014	.00013	.00013	.00012	.00012	.00011
-3.5	.00023	.00022	.00022	.00021	.00020	.00019	.00019	.00018	.00017	.00017
-3.4	.00034	.00032	.00031	.00030	.00029	.00028	.00027	.00026	.00025	.00024
-3.3	.00048	.00047	.00045	.00043	.00042	.00040	.00039	.00038	.00036	.00035
-3.2	.00069	.00066	.00064	.00062	.00060	.00058	.00056	.00054	.00052	.00050
-3.1	.00097	.00094	.00090	.00087	.00084	.00082	.00079	.00076	.00074	.00071
-3.0	.00135	.00131	.00126	.00122	.00118	.00114	.00111	.00107	.00104	.00100
-2.9	.00187	.00181	.00175	.00169	.00164	.00159	.00154	.00149	.00144	.00139
-2.8	.00256	.00248	.00240	.00233	.00226	.00219	.00212	.00205	.00199	.00193
-2.7	.00347	.00336	.00326	.00317	.00307	.00298	.00289	.00280	.00272	.00264
-2.6	.00466	.00453	.00440	.00427	.00415	.00402	.00391	.00379	.00368	.00357
-2.5	.00621	.00604	.00587	.00570	.00554	.00539	.00523	.00508	.00494	.00480
-2.4	.00820	.00798	.00776	.00755	.00734	.00714	.00695	.00676	.00657	.00639
-2.3	.01072	.01044	.01017	.00990	.00964	.00939	.00914	.00889	.00866	.00842
-2.2	.01390	.01355	.01321	.01287	.01255	.01222	.01191	.01160	.01130	.01101
-2.1	.01786	.01743	.01700	.01659	.01618	.01578	.01539	.01500	.01463	.01426
-2.0	.02275	.02222	.02169	.02118	.02068	.02018	.01970	.01923	.01876	.01831
-1.9	.02872	.02807	.02743	.02680	.02619	.02559	.02500	.02442	.02385	.02330
-1.8	.03593	.03515	.03438	.03362	.03288	.03216	.03144	.03074	.03005	.02938
-1.7	.04457	.04363	.04272	.04182	.04093	.04006	.03920	.03836	.03754	.03673
-1.6	.05480	.05370	.05262	.05155	.05050	.04947	.04846	.04746	.04648	.04551
-1.5	.06681	.06552	.06426	.06301	.06178	.06057	.05938	.05821	.05705	.05592
-1.4	.08076	.07927	.07780	.07636	.07493	.07353	.07215	.07078	.06944	.06811
-1.3	.09680	.09510	.09342	.09176	.09012	.08851	.08691	.08534	.08379	.08226
-1.2	.11507	.11314	.11123	.10935	.10749	.10565	.10383	.10204	.10027	.09853
-1.1	.13567	.13350	.13136	.12924	.12714	.12507	.12302	.12100	.11900	.11702
-1.0	.15866	.15625	.15386	.15151	.14917	.14686	.14457	.14231	.14007	.13786
-0.9	.18406	.18141	.17879	.17619	.17361	.17106	.16853	.16602	.16354	.16109
-0.8	.21186	.20897	.20611	.20327	.20045	.19766	.19489	.19215	.18943	.18673
-0.7	.24196	.23885	.23576	.23270	.22965	.22663	.22363	.22065	.21770	.21476
-0.6	.27425	.27093	.26763	.26435	.26109	.25785	.25463	.25143	.24825	.24510
-0.5	.30854	.30503	.30153	.29806	.29460	.29116	.28774	.28434	.28096	.27760
-0.4	.34458	.34090	.33724	.33360	.32997	.32636	.32276	.31918	.31561	.31207
-0.3	.38209	.37828	.37448	.37070	.36693	.36317	.35942	.35569	.35197	.34827
-0.2	.42074	.41683	.41294	.40905	.40517	.40129	.39743	.39358	.38974	.38591
-0.1	.46017	.45620	.45224	.44828	.44433	.44038	.43644	.43251	.42858	.42465
-0.0	.50000	.49601	.49202	.48803	.48405	.48006	.47608	.47210	.46812	.46414

17

Z Values

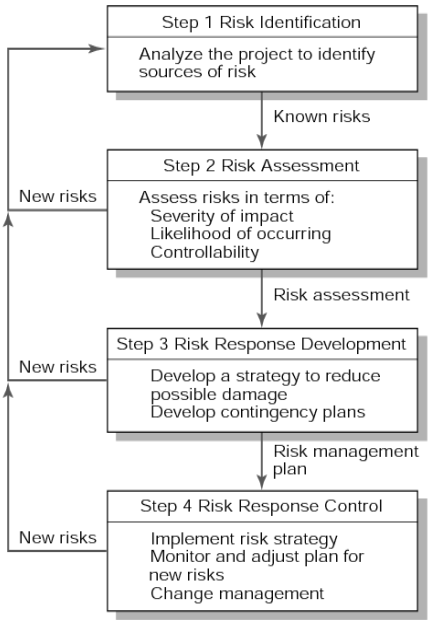
STANDARD NORMAL DISTRIBUTION: Table Values Represent AREA to the LEFT of the Z score.

Z	.00	.01	.02	.03	.04	.05	.06	.07	.08	.09
0.0	.50000	.50399	.50798	.51197	.51595	.51994	.52392	.52790	.53188	.53586
0.1	.53983	.54380	.54776	.55172	.55567	.55962	.56356	.56749	.57142	.57535
0.2	.57926	.58317	.58706	.59095	.59483	.59871	.60257	.60642	.61026	.61409
0.3	.61791	.62172	.62552	.62930	.63307	.63683	.64058	.64431	.64803	.65173
0.4	.65542	.65910	.66276	.66640	.67003	.67364	.67724	.68082	.68439	.68793
0.5	.69146	.69497	.69847	.70194	.70540	.70884	.71226	.71566	.71904	.72240
0.6	.72575	.72907	.73237	.73565	.73891	.74215	.74537	.74857	.75175	.75490
0.7	.75804	.76115	.76424	.76730	.77035	.77337	.77637	.77935	.78230	.78524
0.8	.78814	.79103	.79389	.79673	.79955	.80234	.80511	.80785	.81057	.81327
0.9	.81594	.81859	.82121	.82381	.82639	.82894	.83147	.83398	.83646	.83891
1.0	.84134	.84375	.84614	.84849	.85083	.85314	.85543	.85769	.85993	.86214
1.1	.86433	.86650	.86864	.87076	.87286	.87493	.87698	.87900	.88100	.88298
1.2	.88493	.88686	.88877	.89065	.89251	.89435	.89617	.89796	.89973	.90147
1.3	.90320	.90490	.90658	.90824	.90988	.91149	.91309	.91466	.91621	.91774
1.4	.91924	.92073	.92220	.92364	.92507	.92647	.92785	.92922	.93056	.93189
1.5	.93319	.93448	.93574	.93699	.93822	.93943	.94062	.94179	.94295	.94408
1.6	.94520	.94630	.94738	.94845	.94950	.95053	.95154	.95254	.95352	.95449
1.7	.95543	.95637	.95728	.95818	.95907	.95994	.96080	.96164	.96246	.96327
1.8	.96407	.96485	.96562	.96638	.96712	.96784	.96856	.96926	.96995	.97062
1.9	.97128	.97193	.97257	.97320	.97381	.97441	.97500	.97558	.97615	.97670
2.0	.97725	.97778	.97831	.97882	.97932	.97982	.98030	.98077	.98124	.98169
2.1	.98214	.98257	.98300	.98341	.98382	.98422	.98461	.98500	.98537	.98574
2.2	.98610	.98645	.98679	.98713	.98745	.98778	.98809	.98840	.98870	.98899
2.3	.98928	.98956	.98983	.99010	.99036	.99061	.99086	.99111	.99134	.99158
2.4	.99180	.99202	.99224	.99245	.99266	.99286	.99305	.99324	.99343	.99361
2.5	.99379	.99396	.99413	.99430	.99446	.99461	.99477	.99492	.99506	.99520
2.6	.99534	.99547	.99560	.99573	.99585	.99598	.99609	.99621	.99632	.99643
2.7	.99653	.99664	.99674	.99683	.99693	.99702	.99711	.99720	.99728	.99736
2.8	.99744	.99752	.99760	.99767	.99774	.99781	.99788	.99795	.99801	.99807
2.9	.99813	.99819	.99825	.99831	.99836	.99841	.99846	.99851	.99856	.99861
3.0	.99865	.99869	.99874	.99878	.99882	.99886	.99889	.99893	.99896	.99900
3.1	.99903	.99906	.99910	.99913	.99916	.99918	.99921	.99924	.99926	.99929
3.2	.99931	.99934	.99936	.99938	.99940	.99942	.99944	.99946	.99948	.99950
3.3	.99952	.99953	.99955	.99957	.99958	.99960	.99961	.99962	.99964	.99965
3.4	.99966	.99968	.99969	.99970	.99971	.99972	.99973	.99974	.99975	.99976
3.5	.99977	.99978	.99978	.99979	.99980	.99981	.99981	.99982	.99983	.99983
3.6	.99984	.99985	.99985	.99986	.99986	.99987	.99987	.99988	.99988	.99989
3.7	.99989	.99990	.99990	.99990	.99991	.99991	.99992	.99992	.99992	.99992
3.8	.99993	.99993	.99993	.99994	.99994	.99994	.99994	.99995	.99995	.99995
3.9	.99995	.99995	.99996	.99996	.99996	.99996	.99996	.99996	.99997	.99997

18

MANAGING RISK

19



The Risk Management Process

20

Managing Risk

1. Step 1: Risk Identification
   - Generate a list of possible risks through brainstorming, problem identification and risk profiling.
     - Macro risks first, then specific events
2. Step 2: Risk assessment
   - Scenario analysis
   - Risk assessment matrix
   - Failure Mode and Effects Analysis (FMEA)
   - Probability analysis
     - Decision trees, NPV, and PERT
   - Semiquantitative scenario analysis

21

Partial Risk Profile for Product Development Project

Technical Requirements	**Quality**
Are the requirements stable?	Are quality considerations built into the design?
Design	**Management**
Does the design depend on unrealistic or optimistic assumptions?	Do people know who has authority for what?
Testing	**Work Environment**
Will testing equipment be available when needed?	Do people work cooperatively across functional boundaries?
Development	**Staffing**
Is the development process supported by a compatible set of procedures, methods, and tools?	Is staff inexperienced or understaffed?
Schedule	**Customer**
Is the schedule dependent upon the completion of other projects?	Does the customer understand what it will take to complete the project?
Budget	**Contractors**
How reliable are the cost estimates?	Are there any ambiguities in contractor task definitions?

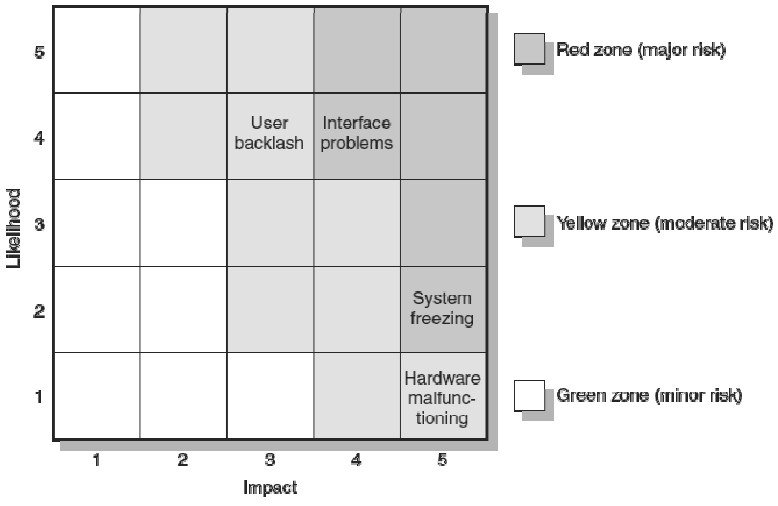
22

Risk Assessment Form

Risk Event	Likelihood	Impact	Detection Difficulty	When
Interface problems	4	4	4	Conversion
System freezing	2	5	5	Start-up
User backlash	4	3	3	Postinstallation
Hardware malfunctioning	1	5	5	Installation

23

Risk Severity Matrix



24

Defined Conditions for Impact Scales of a Risk on Major Project Objectives
(Examples are shown for negative impacts only)

Project Objective	Relative or numerical scales are shown				
	Very low /0.05	Low /0.10	Moderate /0.20	High /0.40	Very high /0.80
Cost	Insignificant cost increase	< 10% cost increase	10 – 20% cost increase	20 – 40% cost increase	> 40% cost increase
Time	Insignificant time increase	< 5% time increase	5 – 10% time increase	10 – 20% time increase	> 20% time increase
Scope	Scope decrease barely noticeable	Minor areas of scope affected	Major areas of scope affected	Scope reduction unacceptable to sponsor	Project end item is effectively useless
Quality	Quality degradation barely noticeable	Only very demanding applications are affected	Quality reduction requires sponsor approval	Quality reduction unacceptable to sponsor	Project end item is effectively useless

This table presents examples of risk impact definitions for four different project objectives. They should be tailored in the Risk Management Planning process to the individual project and to the organization's risk thresholds. Impact definitions can be developed for opportunities in a similar way.

25

Probability and Impact Matrix

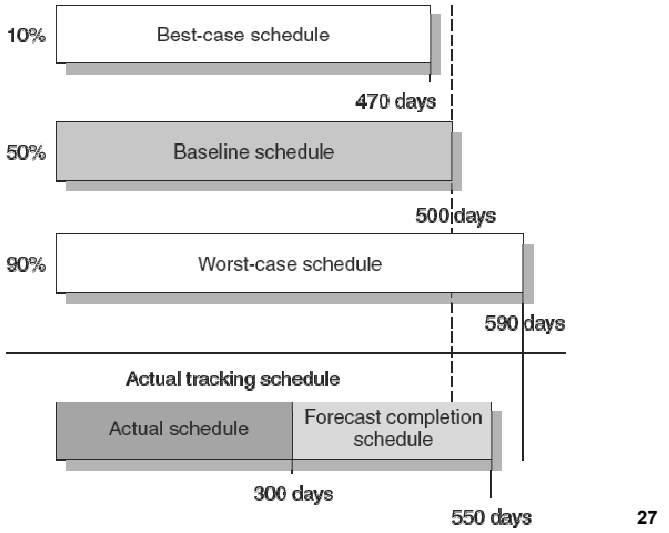
Probability	Threats					Opportunities				
0.90	0.05	0.09	0.18	0.36	0.72	0.72	0.36	0.18	0.09	0.05
0.70	0.04	0.07	0.14	0.28	0.56	0.56	0.28	0.14	0.07	0.04
0.50	0.03	0.05	0.10	0.20	0.40	0.40	0.20	0.10	0.05	0.03
0.30	0.02	0.03	0.06	0.12	0.24	0.24	0.12	0.06	0.03	0.02
0.10	0.01	0.01	0.02	0.04	0.08	0.08	0.04	0.02	0.01	0.01
	0.05/ Very Low	0.10/ Low	0.20/ Moderate	0.40/ High	0.80/ Very High	0.80/ Very High	0.40/ High	0.20/ Moderate	0.10/ Low	0.05/ Very Low

Impact (numerical scale) on an objective (e.g., cost, time, scope or quality)

Each risk is rated on its probability of occurring and impact on an objective if it does occur. The organization's thresholds for low, moderate or high risks are shown in the matrix and determine whether the risk is scored as high, moderate or low for that objective.

26

Risk Schedules



27

Managing Risk (cont'd)

1. Step 3: Risk Response Development
   - Mitigating Risk
     - Reducing the likelihood an adverse event will occur.
     - Reducing impact of adverse event.
   - Transferring Risk
     - Paying a premium to pass the risk to another party.
   - Avoiding Risk
     - Changing the project plan to eliminate the risk or condition.
   - Sharing Risk
     - Allocating risk to different parties
   - Retaining Risk
     - Making a conscious decision to accept the risk.

28

Contingency Planning

1. Contingency Plan
   - An alternative plan that will be used if a possible foreseen risk event actually occurs.
   - A plan of actions that will reduce or mitigate the negative impact (consequences) of a risk event.
2. Risks of Not Having a Contingency Plan
   - Having no plan may slow managerial response.
   - Decisions made under pressure can be potentially dangerous and costly.

29

Risk Response Matrix

Risk Event	Response	Contingency Plan	Trigger	Who Is Responsible
Interface problems	Reduce	Work around until help comes	Not solved within 24 hours	Nils
System freezing	Reduce	Reinstall OS	Still frozen after one hour	Emmylou
User backlash	Reduce	Increase staff support	Call from top management	Eddie
Equipment malfunctions	Transfer	Order different brand	Replacement doesn't work	Jim

30

Risk and Contingency Planning

1. Technical Risks
   - Backup strategies if chosen technology fails.
   - Assessing whether technical uncertainties can be resolved.
2. Schedule Risks
   - Use of slack increases the risk of a late project finish.
   - Imposed duration dates (absolute project finish date)
   - Compression of project schedules due to a shortened project duration date.

31

Risk and Contingency Planning

1. Costs Risks
   - Time/cost dependency links: costs increase when problems take longer to solve than expected.
   - Price protection risks (a rise in input costs) increase if the duration of a project is increased.
2. Funding Risks
   - Changes in the supply of funds for the project can dramatically affect the likelihood of implementation or successful completion of a project.

32

Contingency Funding and Time Buffers

1. Contingency Funds
   - Funds to cover project risks—identified and unknown.
     - Size of funds reflects overall risk of a project
   - Budget reserves
     - Are linked to the identified risks of specific work packages.
   - Management reserves
     - Are large funds to be used to cover major unforeseen risks (e.g., change in project scope) of the total project.
2. Time Buffers
   - Amounts of time used to compensate for unplanned delays in the project schedule.

33

Contingency Fund Estimate (000s)

Activity	Budget Baseline	Budget Reserve	Project Budget
Design	$500	$15	$515
Code	900	80	980
Test	20	2	22
Subtotal	$1,420	$97	$1,517
Management reserve	—	—	50
Total	$1,420	$97	$1,567

34

Managing Risk (cont'd)

1. Step 4: Risk Response Control
   - Risk control
     - Execution of the risk response strategy
     - Monitoring of triggering events
     - Initiating contingency plans
     - Watching for new risks
   - Establishing a Change Management System
     - Monitoring, tracking, and reporting risk
     - Fostering an open organization environment
     - Repeating risk identification/assessment exercises
     - Assigning and documenting responsibility for managing risk

35