ES P3-11A Risk Management Plan Template

Project Risk Register **Team: 6**

Project Manager Name: **Teresa Ng**

Risk Identification	Risk Statement		Probability (%)	Impact ($)	Exposure ($)	Mitigation	Contingency	Triggers	Assignee
	Condition	Consequence							
Briefly describe the identified risk	Capture the "likely cause" of the risk. Be detailed enough so that you can start forming mitigation plans.	Capture the result of the risk, should it happen.	Estimate of the probability the risk will occur. (use this probability in your Monte Carlo Analysis)	Estimate of the amount of impact or severity of the risk. (use this as worst case in Monte Carlo)	Probability x impact in $. Sort by this column to prioritize biggest $ risks. (use this as most likely case in Monte Carlo)	Document plans to lower the probability or to lower the impact ahead of time.	Identify what would have to be done if the risk were to become reality.	Identify what would prompt you to execute the contingency plan.	Identify who is responsible for tracking this risk and its changes in probability and impact. The assignee is not necessarily the person responsible for solving the problem, as risks often require escalation outside the team.
Delivery (Operations)	Incorrect identification of the customer or delivery address	Unfulfilled order, unsatisfied customer, potential litigation	15%	$ 750.00	$ 112.50	Development of facial recognition features, link to mobile device, or camera	Investigation of case, adding equipment for confirmation as necessary	Customers stating that their order is incomplete or not able to receive the order	Primary: Gerald Hasper (Flight Operations Mgr.); Secondary: Remi Dijon (Team Member)
Security	Leaking customer information, Wilmont's business information or proprietary information	Potential for litigation, loss of relationship with Wilmont's	5%	$ 250,000.00	$ 12,500.00	Ensuring development, customer, and business information is under close watch. Allow only necessary individuals access to certain information	Meeting with William Scott (Wilmont's) to determine steps in eliminating breached information	Security breach of information	Primary: Stephanie Williams (Senior Business Analyst); Secondary: Margy Orozco (Team Member)
Communications	Conflicts between DroneTech and Wilmont's staff; lack of coordination due to inadequate communication	Schedule delay, repeating working steps, incurred costs	25%	$ 20,000.00	$ 5,000.00	Scheduling regular touch-base meetings, written approval of prototype development milestones	Staff meeting with both companies' representatives and key team members	Confusion between appropriate parties, incorrect milestone deliverable, conflicts occurring	Primary: Teresa Ng (Project Manager); Secondary: Eileen Seymour (Project Lead, IT Systems)
Overall Cost (Contractual)	Contractual terms not yet created, total anticipated costs are unknown. Estimated budget by Jordan Kempler from former projects.	Exceeding budget	10%	$ 30,000.00	$ 3,000.00	Performing a thorough investigation and decision tree analysis to best anticipate the scope of work and budget associated	Re-evaluation of necessary features, negotiating with Wilmont's on budget and timeline constraints. Continuous performance checks, appropriate use of budget strategies	Excessive time logged into a development phase, budget appears inadequate at any stage in Deliverymeds	Primary: Stephanie Williams (Senior Business Analyst); Secondary: Anthony Noto (Senior Consultant)
Environmental Effects (Operations)	Effects of weather and environment, security of package, communication with server.	Unfulfilled order, unsatisfied customer, potential litigation	35%	$ 20,000.00	$ 7,000.00	Having robust algorithems to cope with changing environment. Surveying the area prior to prototype launch to anticipate typical challenges and obstructions in delivery	Collect prototypes and perform quick development or environmental analysis features, weather resistance, package harnesses	Prototype drops package; has difficulties/impacts by weather, people, obstructions; loses communication	Primary: Gerald Hasper (Flight Operations Mgr.), Secondary: Samrudh Untgod Preetham (Team Member)
Procurement (Contractual)	Competitors can utilize DroneTech's preliminary design and be procured by Wilmont's on a lower budget	Loss of business and time.	5%	$ 25,000.00	$ 1,250.00	Patenting DroneTech's technology in the proposed Deliverymeds project prior to communications with Wilmont's	Review all steps in process to speed up schedule and lower budget. Meeting up with Wilmont executives to re-discuss the contract with DroneTech.	Wilmont's shows more interest in competitors, "takes their foot off the gas" with Deliverymeds	Primary: Teresa Ng (Project Manager); Secondary: Katie O'Ryan (Corporate Attorney for DroneTech)
Prototype Malfunction (Operations)	Bugs in the drone's operating software or server cause the drone to malfunction	Unfulfilled order, unsatisfied customer, potential litigation	11%	$ 3,500.00	$ 385.00	Thorough testing prior to releasing prototypes to pharmacies	Review all steps in process to speed up schedule and lower budget. Come up with a new design.	Prototype does not display satisfactory performance while testing.	Primary: Eileen Seymour (Project Lead, IT Systems); Secondary: Oshoriame Olorife (Quality Lead)
Competency (Quality)	Phamarcy staff not properly trained to utilitize prototype drones for order delivery	Unfulfilled order, unsatisfied customer, potential litigation	15%	$ 750.00	$ 112.50	Bringing pharmacy managers in during final stages of development to train them thoroughly on the equipment	Utilizing DroneTech's development personnel to hold training sessions with pharmacy staff	Confusion with process from pharmacy staff, not utilizing the prototypes	Primary: Oshoriame Olorife (Quality Lead) Secondary: William Holt (Drone Systems Engr.)
Regulations	Compliance with Federal Aviation Administration (FAA) guidelines for drone operation	Delivery restrictions, additional design considerations	30%	$ 750.00	$ 225.00	Research of height, area, and flight restrictions in new areas of the market served. Obtaining permitting from FAA.	Scheduling a meeting or contacting a local representative in order to review their comments.	Receiving correspondance from FAA or other governing agencies of a violation	Primary: Gerald Hasper (Flight Operations Mgr.) Secondary: William Holt (Drone Systems Engr.)
Staff	Not enough skilled Pilots-In-Command for the prototype or full operation phases	Unfulfilled order, unsatisfied customer, potential litigation	15%	$ 1,600.00	$ 240.00	Devising a schedule that allows all Pilots-in Command to be available within the procurred testing time period. Training of additional staff to monitor drone flight	Hiring more Pilots-In-Command that are available for prototype phase. Change the prototype schedule to accomodate more Pilots-In-Command.	Pilots-In-Command communicating to DroneTech their inability to carry out prototype testing during the designated testing phase.	Primary: Teresa Ng (Project Manager); Secondary: Gerald Hasper (Flight Operations Manager)
Design Limitations	Proposed designs cannot be implemented on the current DroneTech equipment	Loss of business and time	8%	$ 26,000.00	$ 2,080.00	Design prototypes with the ability to incorporate updates and accessories.	Re-modelling entire drone to fit Wilmont's necessary modifications. Proposal of a different modification method that would accomodate the original one.	Design modifications being unable to be accomodated with DroneTech drone. Design modifications affecting drone's flight path and causing damage to system.	Primary: Teresa Ng (Project Manager); Secondary: William Holt (Drone Systems Engineer)
Equipment Damage	Damage due to accidents, risk of theft and vandalism.	Excess material cost, over head costs and loss of time.	15%	$ 40,000.00	$ 6,000.00	Invest in an insurancy policy for drones. Adding an alarm/lock feature on drones to notify DroneTech of any contact with external sources outside of package receival period	Using more durable materials to with-stand wear and tear. Replacing damaged parts. Reporting and following throught stolen equipments. Retrofitting an existing DroneTech drone for temporary use with Wilmont's store with the impacted drone	Drone being stolen following a delivery. Drones impacting birds, buildings, pedestrians, etc.	Primary: Teresa Ng (Project Manager); Secondary: Asish Nehra (Drone Systems Tech.)