**RISK ASSESSMENT MATRIX**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Event** | **Likelihood** | **Impact** | **Detection Difficulty** | **When** |
| Server Space | 4 | 3 | 2 | Start-Up, Rollout |
| MicroStrat Crash | 4 | 2 | 5 | Design |
| Programmer Quitting | 3 | 3 | 3 | Construct, Test, Rollout |
| IR Failure (Hardware) | 1 | 5 | 5 | Testing |
| User Backlash | 3 | 4 | 2 | Rollout |

Red zone (major risk)

Yellow zone (moderate risk)

Green zone (minor risk)

Likelihood

Impact



**RISK RESPONSE MATRIX**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Event** | **Response** | **Contingency**  **Plan** | **Trigger** | **Responsible**  **Party** |
| Server Space | Change data dump locations, contact TTS immediately | Upload initial design to Target Cloud Space | Exceed initial capacity | James Nelson with the Support of Daniel Prusinski |
| MicroStrat Crash | Submit tick to TTS | Run code through SAS environment | Too many reports running on system | Ryan Ruffcorn  Dan Ryks |
| Programmer Quitting | Alert director | Have two contractors briefed. | Lack of communication and unknown | Daniel Prusinski  Colleen Theisen |
| IR Failure (Hardware) | Transfer code to new hardware | Back up all code on externally | Hardware fails | Mark VonOven |

Yes

No

Programmer Quits

Project Change Form (PCM) Emailed to PM

PM Reviews PCM

Communication Understood ? Email Team

Call in Contractor

Onboard New Hire

Introduce to Team and Establish Responsibilities

Remove Contractor from Programming ilities

MetaGuest Change Form

Requestor Name: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_ Request #:\_\_\_\_\_\_

Type of Request: Please put in Subject line of email along with Change Form:

Urgent Moderate Low Impact

Change Requested by/Date:\_\_\_\_\_\_\_\_\_\_

Description of Requested Change: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason of Change: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Area of impact on project for proposed change (Please circle one or more)

Analysis Design Construct Test Rollout Other:\_\_\_\_\_\_\_\_\_\_\_

Disposition

\_\_Approve \_\_Approve as Amended \_\_Disapproved

Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Funding Source

\_\_Customer \_\_Sponsor \_\_Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sign-off

Project Manager:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Customer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_