

Risk register - Waste Services Mobilisation

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Date Created:- 15-10-2018

Date Last Updated:- 13-03-2019



Project-	Initial							Current				Update	
	ID	Date logged	Risk Description	Risk Owner	Rating at point logged	Impact	Proximity	Mitigations	Risk rating after treatment	Likelihood	Impact		Risk Rating
Technical Risk 1.0	1.1	24/12/18	Scope changes may arise during project.		4	3	12	6 months	Key staff involved in drawing up task list which should cover most of Scope objectives, ongoing review will draw out further actions as necessary.	3 months	3	3	9
	1.2	24/12/18	Client may introduce significant change during project (positive or negative).		3	3	9	6 months	Weekly progress meetings arranged to monitor progress against Project plan	3 months	2	3	6
	1.3	24/12/18	Unexpected interactions may occur at key interfaces. Data inconsistencies across interfaces may require rework and cause a delay in the delivery of the IT solution.	IT Stream/ Case managers	3	4	12	6 Months	FCC will design a new platform to meet our needs as the 'Members of Public' app does not deliver what we want. This could cause a delay to the delivery of the IT solution.	3 months	3	4	12
	1.4	24/12/18	Final solution may not meet performance requirements.		2	4	8	6 Months	Method statements outline the solution and as long as we ensure this is what is delivered then the contract monitoring will audit the performance of the contractor.	3 months	2	3	6
Management Risk 2.0													
2.1	24/12/18	Project management systems may not be adequate to support project requirements.		3	4	12	6 Months	Lessons learnt from previous stages have informed the methodology for the implementation stage	3 months	2	4	8	
2.2	24/12/18	Poor decision-making may result in inappropriate task allocation.		3	4	12	6 Months	Helen and Jane have been requested to oversee all work streams.	3 months	2	4	8	
2.3	24/12/18	Project may be given inappropriate priority within the programme.		2	5	10	6 Months	Unlikely as forward plan is already in place	3 months	1	5	5	
2.4	24/12/18	Other projects may divert key resources		2	5	10	6 Months	Unlikely as forward plan is already in place	3 months	1	5	5	
2.5	24/12/18	Business-as-usual demands may reduce project funding or contingency.		3	4	12		This will be closely monitored	3 months	2	4	8	
2.6	24/12/18	Key resources may be unavailable when required. Specific skills may not be available when required.		3	3	9		Resources have been identified already and as long as business as usual doesn't increase we should be ok.	3 months	3	3	9	
2.7	24/12/18	The client's requirement may be misunderstood.		3	4	12		Regular and Constant stream of dialogue in place and the contract is instu in West Devon and experienced	3 months	2	4	8	
2.8	24/12/18	Client may fail to provide required information on time.		3	4	12		Use of the portal at the early stages gives an audit trail and the team will monitor and chase when required.	3 months	1	4	4	
2.9	24/12/18	Health & safety legislation may change during the project.		1	4	4		Short project timescales means this is unlikely	3 months	1	4	4	
2.10	24/12/18	Corporate reputation incident may damage support for the project. Senior management may lose confidence in project team.		3	4	12		Senior management involved at every stage and monitor all work streams.	3 months	1	4	4	
2.11	24/12/18	Appropriately process for Contract monitoring in place at the start of the Contract		3	4	12		Training plan in place, monitoring forms will be on 'all on mobile' for ease	3 months	2	4	8	
2.11	24/12/18	Appropriately trained staff for Contract monitoring in place at the start of the Contract		3	4	12		Training plan in place, monitoring forms will be on 'all on mobile' for ease.	3 months	1	4	4	
Commercial Risk 3.0													
3.1	24/12/18	Contractual terms may contain internal inconsistencies.		3	4	12		Regular review process in place with page turn session organised before final submission to contractor.	2 Months	2	4	8	
3.2	24/12/18	Other departments may not deliver as expected.		3	4	12		Work streams in place with leads to help drive a consistent approach. Also regular Work stream lead meetings in place to share progress.	2 Months	2	4	8	
3.3	24/12/18	A key supplier may go out of business.		1	5	5		Highly unlikely as financial checks have been done at regular points in the process	2 Months	1	5	5	
3.4	24/12/18	Key subcontractors may refuse to work together.		2	4	8		Sub contractors already aware of the situation and on board with the process	2 Months	2	4	8	
3.5	24/12/18	Changes in client personnel may require additional project management effort.		2	3	6		Unlikely at this stage	2 Months	2	3	6	
3.6	24/12/18	Changes in legislation may impose changes in the solution (positive or negative).		3	3	9		Unlikely due to short timescales	2 Months	1	3	3	
3.7	24/12/18	Interest rates may change during the project (favourably or unfavourably).		2	2	4		Contract price agreed	2 Months	1	2	2	
3.8	24/12/18	Political factors may influence senior management support for the project.		3	3	9		Project Board will remain in place to give political advice and guidance.	2 Months	2	3	6	
3.9	24/12/18	Local resources/companies may lack the required skills.		2	3	6		Unlikely	2 Months	1	3	3	
3.10	24/12/18	Pressure groups / opposition may disrupt project progress.		3	4	12		Comms Plan/protocol in place.	2 Months	2	4	8	
3.11	24/12/18	Force majeure event may occur, disrupting the project.		3	3	9		N/A	2 Months	3	3	9	
3.12	01/03/19	T&C's not being ready for the contract signing date.		3	4	12		Helen to raise urgency with FCC Director to speed up the flow of information.	2 Months	2	4	8	
External Risk 4.0													
4.1	01/02/19	In light of the contract award the current supplier of Agency staff place their staff elsewhere to protect their staff as FCC don't have a contract with them.		3	4	12		Ask FCC to negotiate a contract with our supplier to maintain continuity.	2 months	1	4	4	
4.2	12/03/19	Admissions agreement not being ready for the Contract signing		3	4	12		This is accepted practice that this will not be ready as we are dealing with Devon County so progress is slightly out of our control	4 months	3	4	12	
4.3						0						0	
4.4						0						0	



Likelihood	Description
5	Almost certain This event is expected to occur in most circumstance
4	Likely This event is will probably to occur in most circumstance
3	Possible This event might occur at some time
2	Unlikely This is not expected to occur
1	Rare This event may only occur in certain circumstance

Impact	Description
5	Major Severe impact on service delivery resulting in closure of some services / ceasing of project and / or significant financial and/or reputational implications
4	Significant High impact on service delivery resulting in services / resources being unavailable for a long period
3	Moderate Impact on service delivery and financial / or reputational implications
2	Minor Minor impact to service delivery with potential for some financial / reputational implications
1	Insignificant Very low impact to delivery