

Planning Process Group Artifacts

11.2 Identify Risks

11.2.2 Checklists (Tools and Techniques)

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11.2.2 Risk Management Checklists:

The PMBOK states that checklists are an accumulation of lessons learned and historical archives that are gathered to assist project management team identify various risk factors. These check lists can range from quick and easy to long and complicated. What is paramount to these checklists, is that it not only identifies the major risks, but it will hopefully give insight on risks that may have been overlooked.

The checklist that was used for PMGT 613, was template that was taken from Gantthead.com. It was used as a simple tool to assist in identifying risks. This template is saved separately in a pdf file (11.2.2.1).

The first column describes the impact of the risk. It will provide a date that it was identified, who among the project team will own the risk, probability and impact. Probability and impact is where the lessons learned from similar project will come into play. Some identifiable risks require some sort of translation and context. The second column provides a description of the risk itself. Countermeasures or contingent plans need to be available as well. The next column will describe triggers or what could potentially set these risks in motion. It is important to list the outcomes of these triggers as well along with severity and impacts. Finally, there are what status the risk is in. Is it active stages; can this risk still occur in the present phase of the project.

This a great tool to start with in identifying potential risks for a project. This can be time consuming, however like other processes it's important to gather what is known first and collect all available resources on the subject matter.