RISK IDENTIFICATION SHEET

This sheet is to help to identify risks or challenges in your project, program, or event. It is only a guide to get you think about where problems may potentially arise. Read through each section carefully and begin to put your own risk management plan together.

FINANCIAL

- Have you created a budget?
- Has the budget been approved? Do you have enough funds to complete this project?
- Who are the people that will approve the budget, and have you established communication methods?
- Do you have a contingency money for things like overages, or permit fees, staffing or weather- related issues?
- If you need people to invest, have you already identified who they are and how much you need?

PROJECT / PROGRAM / EVENT

- Do you need a business plan? Program scope? Event details?
- If doing it yourself, are you skilled at this task? Do you need additional training? If hiring someone, have you compared pricing, scope, or transition requirements?
- Have you allowed enough time to complete the project? (One of the factors that contribute to project failure is time).
- What method of documentation have you chosen? (i.e., pictures, blog, web, word, excel, email, pdf, or a combination of documentation types).

STAFF / TEAM / CONTRACTORS / VENDORS

- Do you have or need a team or staff? If hiring 3rd party professionals, have they already been properly vetted?
- Does your current staff need training for this project?
- Do you know how to properly hire staff? Temporary staff, contractors, or vendors?
- Are you familiar with negotiating contracts? Do you need a contract created?
- Do you know if this project requires any form of permit or license?

COMMUNICATION

- Have you received contact information from everyone associated with this project, event, or program?
- Are there restrictions surrounding your communication?
- Is your team or staff all in the same time zone?
- Have you allotted enough time for planning?
- Have you established meeting dates? Deliverables?

There are other factors that can contribute to risks. Remember a risk can be anything. If you can identify you can mitigate it and plan around it, so your project has a better chance of success. For additional help contact Blueprint Project Management – www.blueprintproject.net