# Risk Management Plan

*According to the case study and all the information gathered during the first three tasks, identify three (3) risks, and fill out the table below.*

*You will need to rate the level of the risk using the Risk Matrix provided.*

**Assessor Instructions:** The student will need to identify three (3) risks. More specifically:

* At least one (1) risk must relate to the Patient Engagement Feature experiencing delays.
* The “likelihood”, “severity”, and “risk level” need to be decided on the Risk Matrix below. The assessor will need to determine if the answers are logical and acceptable. For example, the risk of complete system failure has to be rated “severe”, but the likelihood should be rated as “unlikely”. If the student chooses to rate the system failure as “low” in terms of severity, that would be an incorrect response.
* “Planning and control” responses may vary however, they must be specific and relevant to the risk.
* “Person responsible” needs to be either from the IT department or they could identify themselves as the person responsible for managing the delivery of the new Patient Engagement Feature since they are managing the contract. For other risks identified, they will need to choose a person from the relevant department from the Organisation Chart.
* The “due date” needs to align with the Risk level the students assign to this risk. For example, if a risk has been rated as risk level “med”, then the due date will be 3 months from 15.04.23.

**Note:** In Assessment 3, when the students need to update the risk level of the Patient Engagement feature, the risk level should be either “high” or “severe”.

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| **Risk**  *[What is the risk? What could this risk result in?*  *Approx. word count: 20 – 50 words]* | **Likelihood**  *[How likely is this to happen?]* | **Severity**  *[What is the severity of the risk? Would it cause a lot of damage?]* | **Risk level**  *[This number indicates the level of risk. Use the Risk Matrix provided below.]* | **Planning and Control**  *[What will you do to prevent or minimise the risk? What actions will you take?*  *Approx. word count: 20 – 50 words]* | **Person Responsible**  *[Who will be responsible for preventing or minimising the risk? Use the Organisation Chart to insert the name and the title of the individual responsible.]* | **Due Date**  *[Insert the due date for the completion of the action to prevent or minimise the risk. Assume that today’s date is 15.04.23]* |
| *[Example: The prolonged use of computer screens could result in headaches, eye strain, blurred vision and neck and back pain.]* | Select likelihood | Select level | *[Likelihood number x consequence number = risk level]* | *[Example: We’ll use software that tells staff to take a computer break every hour and stretch.]* | *[Example: Elaine Todd, Manager of Legal]* | *[Example:*  *28.03.24]* |
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## Risk Matrix

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| --- | --- | --- | --- | --- | --- |
|  |  | Severity | | | |
|  | | Low | Medium | High | Severe |
| Likelihood | Unlikely | Low | Low | Medium | Medium |
| Possible | Low | Medium | Medium | High |
| Likely | Medium | Medium | High | Severe |
| Very Likely | High | High | Severe | Severe |

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| --- | --- | --- | --- |
| **Risk level** | **Priority** | **Risk level** | **Priority** |
| **Low** | Low risk – minimal action required | **Med** | Moderate risk – Needs corrective action within 3 months |
| **High** | High risk – Needs corrective action within 1 month | **Severe** | Severe risk – Needs immediate corrective action |