

RISK happens!

Project Name

Version No.

Risk Potential Review

Sponsorship	<ul style="list-style-type: none"> <input type="checkbox"/> Who is promoting the project? <input type="checkbox"/> What is their level of seniority? <input type="checkbox"/> Who is supporting the project?
Requirements	<ul style="list-style-type: none"> <input type="checkbox"/> What is driving the need for the project? <input type="checkbox"/> What is the strategic importance of the project? <input type="checkbox"/> What are the benefits? <input type="checkbox"/> What are the legislative/regulatory drivers? <input type="checkbox"/> How clearly are the requirements understood? <input type="checkbox"/> How fixed or changing are the requirements?
Scale of the project	<ul style="list-style-type: none"> <input type="checkbox"/> What is the proposed budget? Expressed in absolute terms, or as a percentage of revenue or overall projects budget. <input type="checkbox"/> What is the expected duration? <input type="checkbox"/> How complex is the project? <input type="checkbox"/> What part of the organisation will the project affect? For example: all, several divisions, one division, one team. <input type="checkbox"/> How many of our people are likely to be affected? Expressed in absolute terms, or as a percentage of staff. <input type="checkbox"/> How significant is the change that this project will introduce?
Impacts	<ul style="list-style-type: none"> <input type="checkbox"/> What is the potential impact on our operational processes? <input type="checkbox"/> What is the potential impact on business as usual? <input type="checkbox"/> What is the potential impact on our suppliers? <input type="checkbox"/> What is the potential impact on our customers? <input type="checkbox"/> What is the potential impact on our partners?
Constraints	<ul style="list-style-type: none"> <input type="checkbox"/> What are the legislative/regulatory requirements on the project? <input type="checkbox"/> What are the other constraints on this project? <input type="checkbox"/> Are there any accommodation constraints? <input type="checkbox"/> Are there any equipment, materiel, or asset constraints?

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Dependencies	<input type="checkbox"/> What internal teams/departments is the project dependent on? <input type="checkbox"/> What outside organisations is the project dependent on? <input type="checkbox"/> What external events is the project dependent on? <input type="checkbox"/> To what extent are we reliant on external suppliers or consultants? <input type="checkbox"/> What is the level of contractual complexity?
Capacity and capability	<input type="checkbox"/> Do we have the skills in house? <input type="checkbox"/> Do we have the numbers of people available that we need? <input type="checkbox"/> To what extent is this familiar – do we understand this project? <input type="checkbox"/> To what extent do we have a track record with this kind of project? <input type="checkbox"/> Is there a strong market availability for the materials and services we will need? <input type="checkbox"/> Is the market experienced in supporting this kind of project?
Novelty	<input type="checkbox"/> How familiar are we with this kind of project? <input type="checkbox"/> How familiar are we with this scale of project? <input type="checkbox"/> To what extent will this project rely on novel technologies? <input type="checkbox"/> To what extent will this project develop novel technologies?
Stakeholders	<input type="checkbox"/> How much work has been done on stakeholder analysis? <input type="checkbox"/> What level of stakeholder support has been achieved for the project? <input type="checkbox"/> What level of stakeholder opposition has been identified?

Notes:

Assess each question in the light of all available evidence and assign a score of 0, 1, or 2:

- Score 2: High risk
- Score 1: Low risk
- Score 0: No risk

Author	Date
Authorisation <i>Sign Here to Authorise</i>	Date
Authorised by: <i>Enter name here</i>	