

## 1.20 APPENDIX C

### Risk Management Workshop Agenda

#### Pre-workshop

- Establish and agree the workshop objectives
- Determine whether to appoint an external facilitator
- Arrange and undertake any pre-workshop analysis
- Identify participants (project team and key stakeholders)
- Prepare and issue workshop agenda to participants.

The structure of the Risk Workshop shall take the following format (approximate timings to be determined in discussion with Project Manager).

#### **Introductions, workshop objectives and agenda**

- College key requirements and Project Scope and Objectives
- Project Cost Estimate plus key assumptions and exclusions
- Project schedule, key dates, assumptions and exclusions

#### **Outline of Brainstorm process, guidelines and expected deliverables. Risk Identification/idea generation.**

- Generic Risks
- Risk specific to agreed Risk headings/Project Activities
- Review of risks raised and elimination of duplicate or insignificant risks

#### **Risk Ranking**

- Explanation of ranking and methodology to be used/scoring values
- Ranking of risks
- Identification of “Red” risks
- Agreement of “Red” risks and Top 20 risks on large projects

#### **Proposals for treatment of “Red” and Project Risks and identification of best “Owner”**

- Develop options and agree proposal for treatment of Red Risks
- Develop options and agree actions for treatment of all other Project Risks
- Identify Secondary risks (those arising from treatment of Red and Project risks)
- Develop options and agree proposals for treatment of Secondary Risks
- Identify timescales and short term actions required for treatment of Risks

#### **Optional Quantitative Risk Analysis shall be carried out following the Brainstorm Session as follows:**

- Determine cost and schedule ranges (as appropriate) for all Project Risks
- Agree assumptions, qualifications and exclusions from QRA and further actions required
- Input cost and schedule data to QRA model (using Risk Tool) (this may be undertaken outside the workshop)
- Present and review results of QRA (this may be undertaken outside the workshop)]

#### **Summarise and agree findings of Brainstorm Session. Close and subsequently circulate results of meeting.**

#### Workshop deliverables

- Risk register containing details of agreed risk description, assessment and treatment plan
- Agreed risk ranking
- Follow-up actions.