



How to do Risk Identification and Risk Mitigation

*Knowledge Exchange Forum
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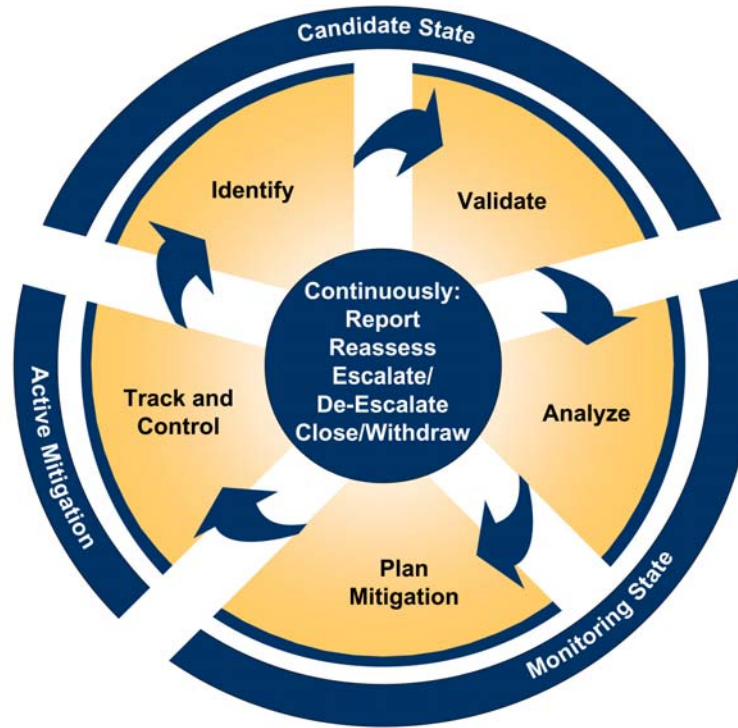
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Risk Management Process

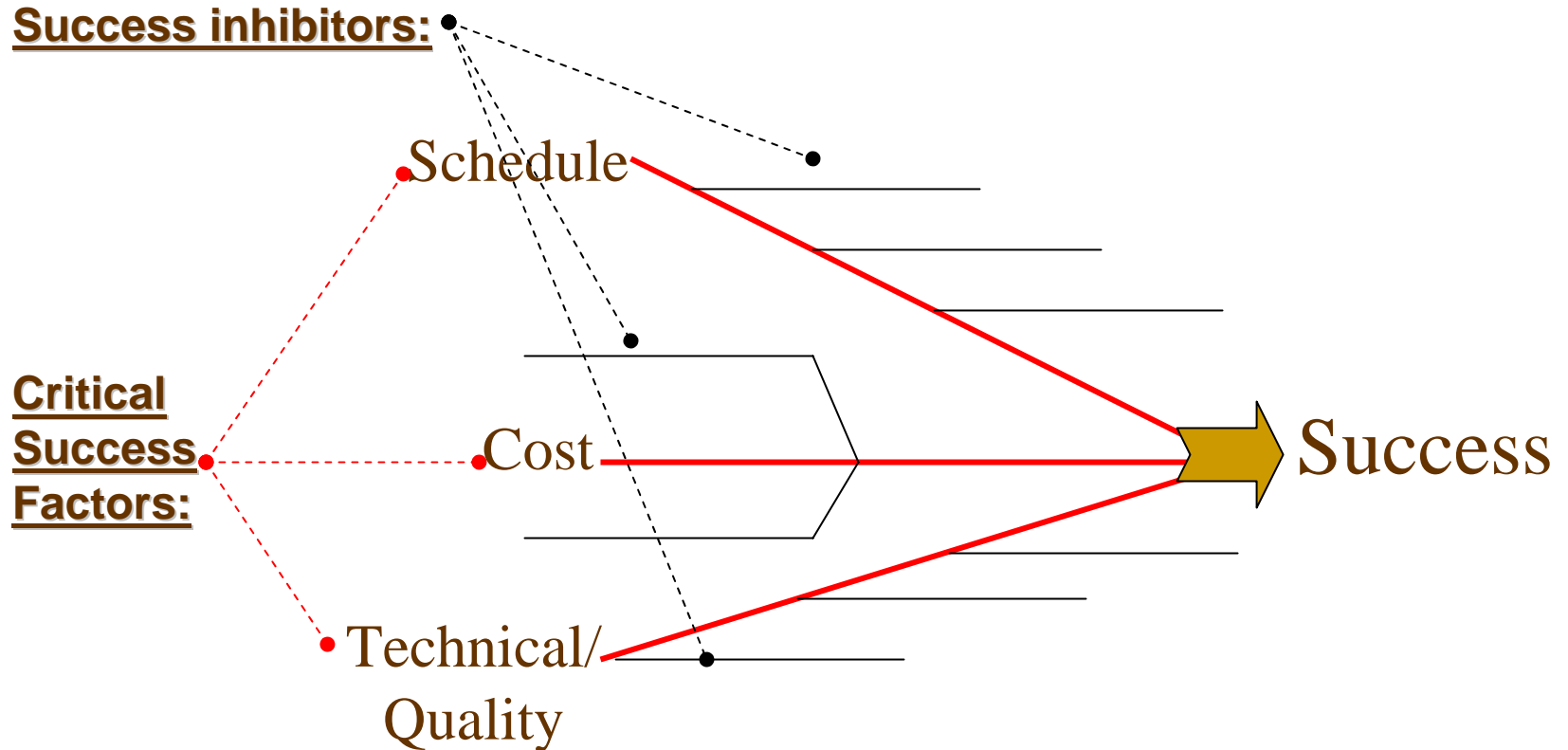


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Individual Identification Tool



What will prevent or inhibit Success = Risk



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Identification is the key!

Identification



- ☑ Brainstorming
- ☑ Surveying Staff
- ☑ Management Plans, Documents:
 - Assumptions
 - Constraints
 - Deliverables/Furnished Information, etc.
- ☑ Statement of Work
- ☑ Schedule (CPD's, Critical Path, No Float, etc.)
- ☑ New Process
- ☑ Poor Process Execution
- ☑ Past Failures (Lessons Learned)
- ☑ Multiple Organizations touching a product
- ☑ Defect Rates, Metrics Analysis, etc.

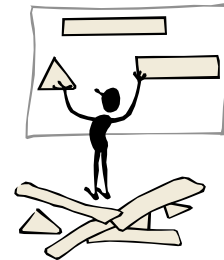
Key:
No fear of reprisal



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Mitigation Planning Should not start without a Closure Criteria

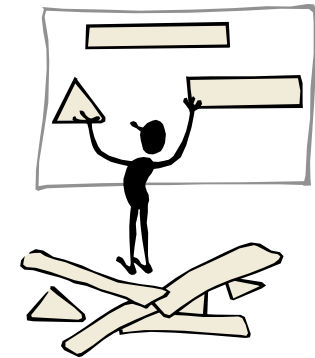
- Closure Criteria
 - A clear and concise statement that defines the minimum acceptable requirements for closure
 - Should have buy-in from all Stakeholders
 - Drives the development of the Mitigation Plan
 - **helps chart the course since the destination is now known**
 - Can be revised if perturbations occur
 - Determines what artifacts are needed to confirm closure was achieved
 - Saves time at the end of the Mitigation Plan by avoiding debate whether the plan is done



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Mitigation Planning - Why?

- A Mitigation Plans reduces the Probability of a risk occurring
 - Defines what resources are needed for the plan to be successful
 - Identifies decisions to be made
 - Interfaces/Impacts with other efforts
 - May spawn more risks elsewhere
 - Validates the Impact Date
 - Includes a Contingency Plan
- A Contingency Plan is simply a backup course of action
 - Reduces the impact in the event the Mitigation Plan fails



Mitigation/Contingency Planning Guidelines

A good risk mitigation plan:

- Has a definable impact date
- Has activities with owners assigned
- Should allow float from the last action to the Impact Date to allow for delays, resource contention, etc.
- Should have (or have confidence in your ability to obtain) sufficient resources to complete the action within the planned start/complete window
- Must consider other support or collateral activities and resources
- The whole plan or specific actions could be referenced in the Integrated Master Schedule (IMS) in order to ensure visibility and connection to the current workload
- Will not execute itself
- Must be statused on a routine basis
- May be replanned under some circumstances
- Should not have long period of effort between actions
- Should have inchstones (short term activities) to depict progress on a regular basis

A good contingency plan:

- Has definable date or action or decision in the Mitigation Plan that renders the mitigation plan incapable of completing in time to support the impact date and triggers the contingency plan
- Once executed = an Issue
- Has a series of activities with owners assigned
- Should have (or be able to get) sufficient resources to complete the action within the planned start/complete window
- Must consider other support or collateral activities and resources
- Could be referenced in the IMS in order to ensure visibility and connection to the current workload
- Will not execute itself
- Must be statused on a routine basis



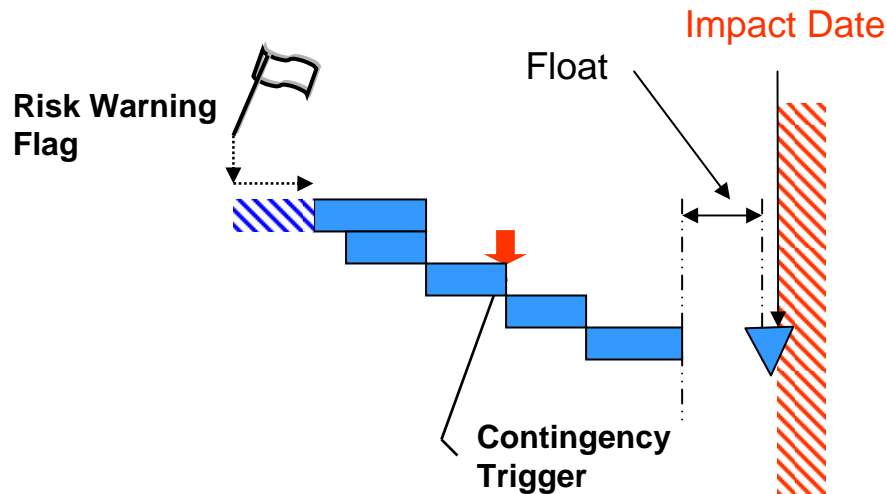
Mitigation/Contingency Planning - Basics



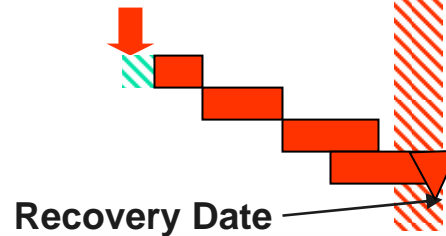
Key Elements:

- ✓ **The Impact Date** is defined in the Identification Phase, validated in the Mitigation Planning Phase.
- ✓ **Changes to the Impact Date** need to be verified, documented, and communicated
- ✓ **Mitigation Plan (Roadmap)** - designed to achieve the Closure Criteria
- ✓ **Risk Warning Flags** should be identified/placed so as to allow for acquiring the necessary assets and to validate that the risk is still a risk
- ✓ **Closure Criteria** - key to charting the course (Mitigation Plan) and gauging success
- ✓ **Contingency Planning (Recovery Plan)** - developed and executed in the event the Mitigation Plan is not successful
- ✓ The **Contingency Trigger** should be placed or identified so as to provide for acquiring the necessary assets or resources to begin/execute the plan

Mitigation Planning



Contingency Planning



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