

IIJIS Planning Committee Risk Assessment Plan

Project Name: IIJIS Strategic Plan			
Project Manager: Carol Gibbs			
Date Created: March 15, 2002			
Risk	Likelihood	Consequence	Risk Factor
1. Staffing deficiencies	4	0.5	2
2. Deliverables from Technical Committee	2	0.5	1
3. Printing delays	3	0.3	0.9
4. Executive Board does not approve Strategic Plan.	3	0.5	1.5

Contingency Plan for Risks:

1. **Staffing deficiencies:** This could occur if the Project Manager or Assistant Project Manager would become ill or were unavailable for this project. This could be resolved by assigning new staff to the project however could extend the time.
2. **Deliverables from Technical Committee:** Deliverables are needed from the Technical Committee to develop the Recommendations Document. These deliverables need to be received by August 1 for our project to remain on schedule. We will provide the Technical Committee a list of deliverables needed and will stay in contact with the Technical Committee to ensure these deliverables are timely.
3. **Printing delays:** This could occur when the final draft plan is sent to the printer. This could be resolved by taking the documents to an outside vendor for printing. However, this could extend the time.
4. **Executive Board Does Not Approve Strategic Plan.** The Planning Committee will send the Strategic Plan to the Executive Board for comments and approval as it is being developed to ensure approval of the final plan.