| Using the following table, please describe the major risks associated with the proposed project. Describe the management actions proposed to be put in place to manage these risks. Include anything that may impede the timely delivery of the project or negatively impact on the quality of the outcomes. You should consider additional treatment for risks rated medium or higher. You must update this plan over the duration of the Project as risks are newly identified or risk assessments or management strategies change. | We would expect to see risks associated with:   * The availability of project staff with required skills * Accessing the required project materials in the timeframes * Significant events that may impact on the project, including unexpected weather events, travel alerts * Other events that may delay or hinder the delivery of the project * Work health and safety risks. |
| --- | --- |
| An example is given in the first row of the table. You may add or remove rows as necessary. | |

| **Risk No** | **The risk** | **Potential causes/sources** | **Potential impacts** | **Current controls** | **Likelihood**   * Remote * Unlikely * Possible * Likely * Almost certain | **Consequence**   * Insignificant, * Minor * Moderate * Major * Catastrophic | **Risk level** | **Is the risk acceptable**   * Yes * No * Yes with conditions |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Low** |
| **Medium** |
| **High** |
| **Extreme** |
| Eg | Insufficient capacity within org to deliver project outcomes | Loss of corporate memory. Key project staff on long term unexpected leave | Inability to effectively manage project and meet project objectives and timelines | Adequate – internal reporting arrangements and reporting processes means other staff would be able to step in and take over the operation of the project | Possible | Moderate | Low | Yes |
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| **Risk Matrix** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Likelihood** | **Almost certain** | Low | Medium | High | Extreme | Extreme |
| **Likely** | Low | Medium | Medium | High | Extreme |
| **Possible** | Low | Low | Medium | Medium | High |
| **Unlikely** | Low | Low | Low | Medium | Medium |
| **Remote** | Low | Low | Low | Low | Medium |
|  | | | | | | |
| **Consequence measure** | | **Insignificant** | **Minor** | **Moderate** | **Major** | **Catastrophic** |

If the risk is *almost certain* and the consequence was *major* the risk rating would = EXTREME

| **Measures of Consequence** | |  | **Measures of Likelihood** | |
| --- | --- | --- | --- | --- |
| **Measure** | **Description** | **Measure** | **Description** |
| **Insignificant** | No loss of reputation to any party  No impact on accountability, APS values, Code of Conduct or Delegation  All projects/programs outputs met  Insignificant loss/damage to assets (< $100,000)  No injury to any persons  Loss or impairment of a small amount of non-critical information  Minor disruption to some elements of ICT system  The department verbally informed of internal breach of intellectual property rights | **Remote** | May occur only in exceptional circumstances Has not occured in the department in the past ten years < 10% Probability |
| **Minor** | Some reputational damage to parties  Some loss of opportunity, minor breach of Code of Conduct  Most outputs met but quality of deliverables has slipped. Extra costs unlikely to exceed 2% of budget  Assets require repair but can still be utilised ($100,000 - $1,000,000)  Injuries requiring first aid for some people  Temporary corruption/loss of non critical information  Several systems effected for up to 2 hours  The department receives written complaint of internal breach of internal property rights | **Unlikely** | Should not occur in most circumstances Has occurred in the department in the past ten years 10 - 20% probability |
| **Moderate** | Moderate reputational damage to parties  Misuse of resource allocation. Increase in liabilities. Breaches of Code of Conduct  Failure to deliver some outputs, significant under achievement in other output targets. Extra costs unlikely to exceed 5% of budget  Damage/loss of some assets ($1,000,000 - $10,000,000)  Injuries requiring treatment at a medical facility  Corruption/loss of non-critical information resources  Several systems affected for more than 2 hours  The department disclosure of intellectual property rights outside the agency | **Possible** | Could occur at some time Has occurred in the department in the past five years 20 - 40% probability |
| **Major** | Significant reputational damage to parties  Major loss of opportunity. Large scale misuse of resources. Code of Conduct breaches  Under achievement of targets on most outputs, extra costs unlikely to exceed 10% of budget  Damage to large proportion of assets ($10,000,000 - $50,000,000)  Injuries necessitating hospitalisation  Loss/irrecoverable corruption of critical information resources  All ICT systems inaccessible for more than 24 hours  The department incurs fines from courts and damage to reputation through breach of intellectual property rights. | **Likely** | Should occur in many circumstances Has occurred in the department in the past two years 40 - 80% probability |
| **Catastrophic** | Irreparable damage to reputation of parties  Irreparable damage to economic performance, widespread corruption, several breached of the Code of Conduct.  Failure to deliver all outputs. Extra costs likely to exceed 10% of budget  destruction of all assets (> $50,000,000)  Life threatening injuries or death  Total loss/corruption of all information services  All ICT systems lost/irrecoverable  The department breaches all relevant legislation/policies and guidelines | **Almost Certain** | Expected to occur in most circumstances Has occurred in the department in the past year > 80% probability |