

Andy Wynter

*Processes for initiating,  
planning and managing  
project risks*

## Group Activity



## Communication interference



## Task 2

Write a **good practice guide** entitled:

*Processes for initiating, planning and managing project risks.*

This must be presented in **FOUR** sections:

- 1. Processes for initiating projects**
- 2. Techniques for working collaboratively with stakeholders**
- 3. Identifying, managing and mitigating project risks**
- 4. Managing data and information in a project environment**

## Guidance for completion of Task 2

- *The good practice guide should include **sub headings**. You may choose to include tables and diagrams (as appropriate).*
- *Your discussion should be underpinned with **relevant theoretical principles**.*
- *You are encouraged to use good practice examples from an organisation you know well or have researched.*
- *Please refer to the indicative content for each assessment criteria (AC) outlined in the unit specification.*

## Processes for initiating projects

### Project initiation document

The purpose of the Project Initiation Document (PID) is to capture and record basic information needed to correctly define and plan the project

Initiation document used throughout the project used as project base line



# Processes for initiating projects

Project definition and scope  
Define the objectives  
Project approach  
Project deliverables / outcomes  
Exclusions  
Interfaces  
Assumptions  
Business case  
Project structure  
Project controls  
Initial risk register  
Project quality plan  
Communication plan  
Initial project plan  
Documentation controls



# Group Activity



## Create a Project imitation document

- Select a project

Make a cake  
Build a shed  
Organise a charity event

- Work through project template

Don't get into too much detail!

# Techniques for working collaboratively with stakeholders



# STAKEHOLDER ENGAGEMENT

Understand  
their  
requirements

**EARLY  
&  
OFTEN**

Understand  
their interests  
and priorities

**Building  
Trust**

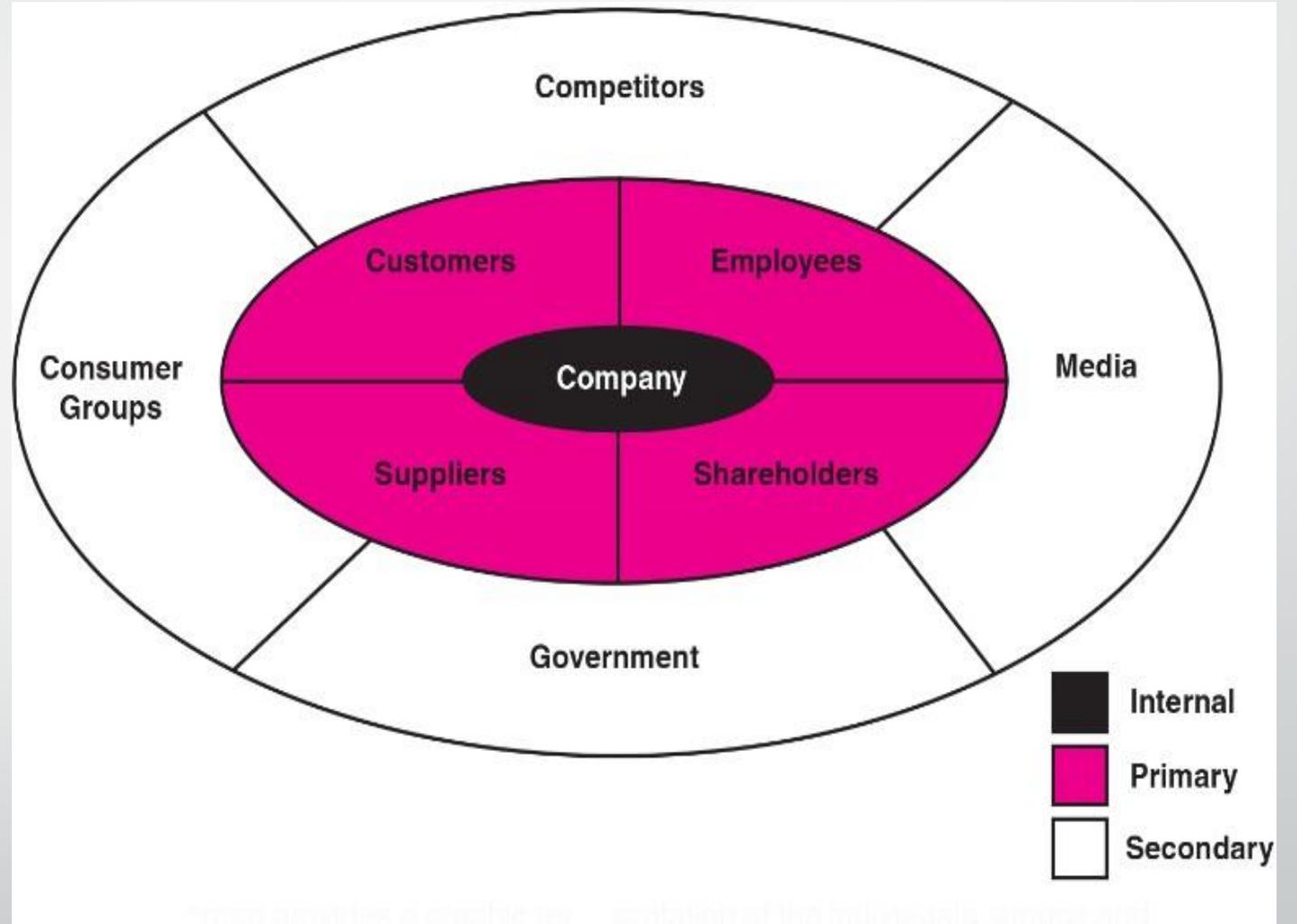
Continue  
and  
maintain

Understanding  
Stakeholders  
key to success

# Techniques for working collaboratively with stakeholders

- Gather information
- Identify stakeholder groups
- Map your stakeholders
- Be specific
- Prioritise your stakeholders
- Understand your stakeholders
- Develop strategies for action
- Communicate and develop relationships with stakeholders
- Monitor and review.

# Identify Stakeholders



# Stakeholder Power – Interest Matrix

High	Keep satisfied	Engage and actively seek to influence
Power	Monitor only	Keep informed
Low	Low	High

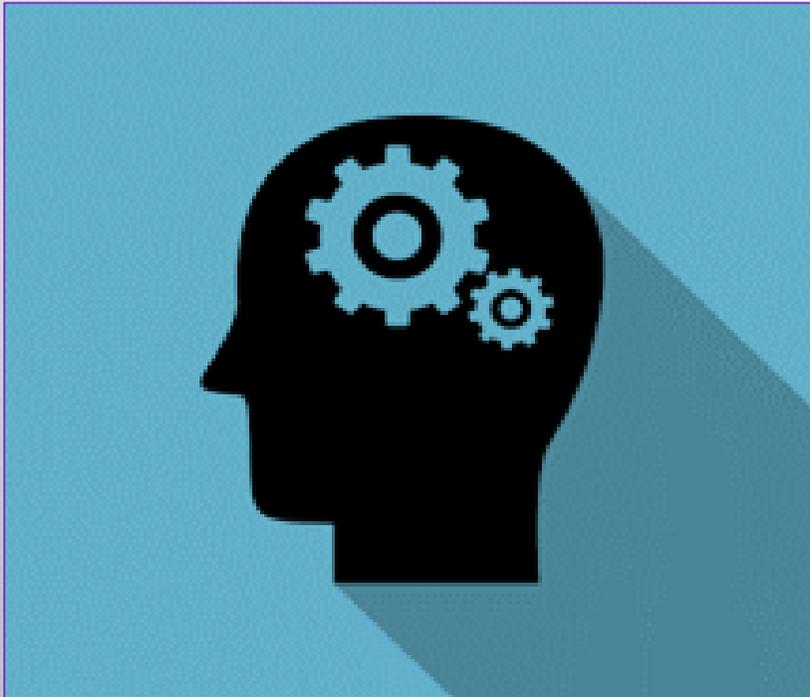
Interest



# Communicating with stakeholders

- Newsletters, noticeboards, letters, memos, emails
- Meetings
- Presentations
- Project reviews
- Operational reviews
- Strategy reviews
- Forums - good practice / best practice
- Infographics
- Mindmaps
- Video conferencing
- Intranet
- Discussion forums
- Blogs
- Podcasts
- Webinars
- Seminars
- Blogs
- Podcasts
- Webinars
- Seminars
- Workshops
- Repositories (share point and others)
- Organisational virtual learning environments
- The cloud.

# Group Activity



## Consider stakeholders for your project

Who are they?

Where do they sit on the matrix

How are you going to communicate with them?

- Work through project templates

# Identifying, managing and mitigating project risks

## Risk Management



**Risk Management is one of the most important areas in project management**

**Risk infiltrates each and every aspect of a project**

# Risk Management



Plan risk management

Identify risk – Rank risks

Perform qualitative & quantitative risk analysis

Create risk register

Plan risk mitigation

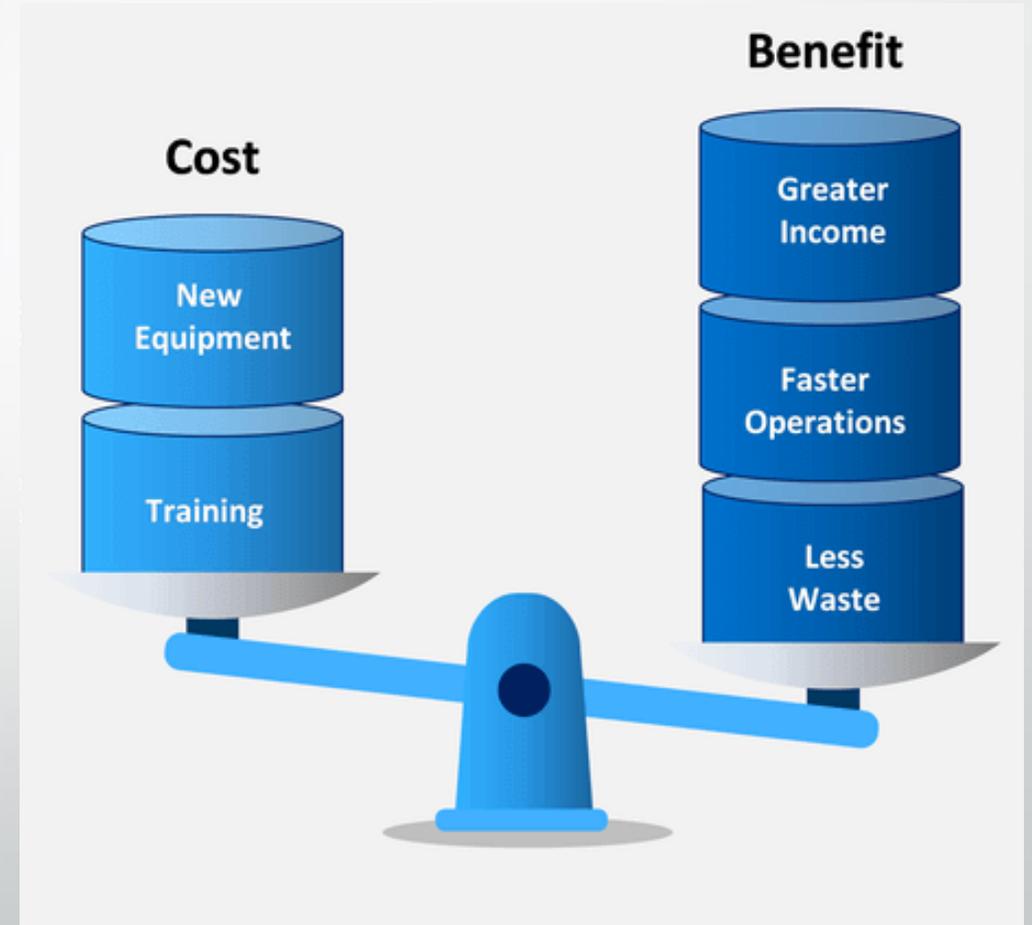
Control risk

# Identifying, managing and mitigating project risks

Probability ratings	Probability scale values	Ranking index values				
Almost Certain	5	5	10	20	40	80
Likely	4	4	8	16	32	64
Possible	3	3	6	12	24	48
Unlikely	2	2	4	8	16	32
Rare	1	1	2	4	8	16
Impact scale values		1	2	4	8	16
Impact ratings		Insignificant	Minor	Medium	Major	Severe

# Identifying, managing and mitigating project risks

## Cost Benefit Analysis



# Identifying, managing and mitigating project risks

Managing risks for successful, sustainable projects

<https://www.youtube.com/watch?v=aHWyxKNRNs#action=share>

# Managing data and information in a project environment



# Managing data and information in a project environment



**Step 1. Create Project Files**

**Step 2. File Project Documents**

**Step 3. Archive and Destroy Project Records**

# Managing data and information in a project environment

## Plan data management early in your project

Types of data to be produced

Who will produce data information

Format

Method for storing data / backup

Access requirement

Are there any privacy / confidentiality / intellectual property requirements

GPDR requirements

# Managing data and information in a project environment

There're five common requirements to project file creation:

1. **Prompt.** A file is to be created as early and quickly as possible.
2. **Simple.** File content should have a structure that is as simple as possible.
3. **Separate.** Every file is a single and separate record; two or more files can't be combined; if there's a need to combine the content of several files, a new file should be created.
4. **Up-to-date.** When a project file is updated, a versioning number as well as the date revised should be added to the file header.
5. **Confidential.** A file should be maintained with complete confidentiality; only authorized personnel can access the file and its content.

# Managing data and information in a project environment

Key **documents and data** you should add to your project files:

- Official mail and email correspondence, including letters, attachments, pictures
- Papers if project meetings
- Project request, proposal, brief.
- Stakeholder contact details
- Change and variance requests
- Project diary
- Issue logs/risk logs/decisions made
- Status reports and summaries
- Procurement papers
- Team guidelines, instructions, notes, etc.
- Handover/closure documents

# Managing data and information in a project environment

## Archive and Destroy Project Records

- Once all of your project documents and relevant data have been filed, your next step is to manage the records and move them to archive. Archiving project records means making documents no more available within the given environment while ensuring that the records are retrievable for further projects and lessons learned.
- When your project is over, you may need to destruct the records, instead of archiving them. Anyway, you must refer to the archiving and destructing procedures of your organization when treating your project records.

1. **Processes for initiating projects**
2. **Techniques for working collaboratively with stakeholders**
3. **Identifying, managing and mitigating project risks**
4. **Managing data and information in a project environment**

