

Risk Ref	Probability (1 to 5)	Impact (1 to 5)	Risk Score	Level of Risk	Heading	Description of Risk	Mitigation	Current Status	Risk Mitigation	Date Risk Identified	Date Updated	Owner
1	4	5	20	High	Delivery of Requirements Documentation	Targets for writing the Requirements Document continually missed due to unrealistic timescales.	New target date for completion to be agreed by board on 12 October with a realistic measurement of remaining work required First draft to be ready by December by setting the following deadlines General Ledger, Debtor, Creditor and Common Requirements to be at first draft stage by Nov 1st Remaining documents to be ready by December 1st	No change	Reduction	1-Oct-06	1-Oct-06	Tom Wilkinson
3	5	5	25	Very High	Resourcing	No Project Manager as of 25 September 2006. Time lapse in filling vacancy will impact on overall project progress	Advert to be placed by IT for general project manager who will focus on FMS project. Initial advert by finance received a poor response. IT adverts have proved more successful over recent years. PM expected to be in post by early new year at the latest. Tom Wilkinson leading until then.	Increasing		1-Oct-06	1-Oct-06	Tom Wilkinson
2	3	4	12	Medium	Capturing full Business Requirements	Requirements gathered don't capture the full needs of the organisation as there has been minimum involvement from finance personnel outside the central finance team	Involve finance representatives from within and outside central finance in the final proof reading sign off process of the requirements documentation. Use the same people to agree the Evaluation criteria sign off. Increase knowledge of processes of Project Support Team.	No change	Contingency	1-Oct-06	1-Oct-06	Tom Wilkinson
4	3	4	12	Medium	Gaps in knowledge on Project Team	Insufficient Finance Process Knowledge in Project Team putting demands on other specialist within the organisation to assist/train Support Team with Requirements Documentation and Process Mapping	Specialist IT&T skills provided to help with writing of Requirements Documentation and training of Project Support Team of current project stage. Training plan/timetable and work package to be identified for next stage to include Evaluation Criteria and Process Mapping	Decreasing	Reduction	1-Oct-06	1-Oct-06	Tom Wilkinson
5	2	2	4	Very Low	Powersolve not supported by Civica	Risk of Civica not continuing to support current FMS	Procurement Manager to contact Civica to ensure support continues throughout the transition period.	No change	Acceptance	1-Oct-06	1-Oct-06	Sam Willets
6	4	4	16	High	Resourcing	Project Team funding ends April 2008 and insufficient budget to fund the level of project support needed for implementation	Money from IT has been identified for the short term, and there is potential access to venture fund for the longer term	No change	Reduction	12-Oct-06	12-Oct-06	Peter Steed