

Risk Facilitation Workshop

Purpose

A workshop to implement a risk management strategy for a specific Client project or bid and to identify, analyse, and decide aversion strategies on project risks in order to reduce the impact these would have on the project's deliverables.

Benefits

- Y Risk Management Strategy derived so that Risk Management becomes an on-going and day-to-day activity, not something that is done just the once and filed
- Y The workshop approach creates a high level of team buy-in to the strategies agreed
- Y The production of a Risk Budget, separate from the project budget, assists organisations in distinguishing between project issues caused by risks occurring and project issues caused by poor estimating
- Y Risks are threats to a project's viability. Without effective Management of Risk the ability of the project to deliver products to meet the business case can be adversely affected.

Method

WPM will allocate a dedicated consultant to work with the Client's Project Manager throughout the service.

The consultant will assist the Client with:

- Y The compilation of an initial Project Risk Log
- Y Assistance with the Risk Analysis – identification, estimation and evaluation
- Y Assistance with determining the action to be taken with each risk – prevention, reduction, transference, contingency planning or acceptance
- Y Assistance with the establishment of a procedure whereby the risks will be managed throughout the project

The Risk Management Service consists of 3 main elements:

- Y Workshop preparation
- Y Facilitated Workshop (1 day)
- Y Review

The Workshop preparation will involve an initial meeting with the Client's Project or Bid Manager to obtain the principle information required for the Workshop. This will enable the Project Manager and Consultant to identify the people required to attend the Workshop and to set a date for it.

The Consultant will produce and issue a Workshop Brief to the attendees explaining the purpose and format of the event.

The Consultant will also review project or bid documents to ensure that Risk Management controls are included in the PID, Quality Plans and Stage Plans.

The output from the Workshop will be:

- Y Updated Risk Log & Risk Plans
- Y Updated Risk Budget
- Y List of Contingency Plans required

The final part of the service is for the consultant to review the amended PID and Quality Plans (if required) and to review the final risk budget and contingency plans.

Deliverables

- Y Workshop Brief
- Y Facilitated Workshop
- Y Feedback on updated project documents

Reporting & Reviewing

The Consultant will report only to the Client Project or Bid Manager for the duration of the service.

Price

Please call 01244 852 544