# Risk and Constraint Quick-Assessments

## Templates

### Quick Risk Assessment

|  |  |  |  |
| --- | --- | --- | --- |
|  | Size (1-10) |  | How large is this project? 10 = largest |
|  | Structure (1-10) |  | How much do we know re requirements? 10 = no reqs |
|  | Technology (1-10) |  | How new, complex is the technology to be used? 10 = newest |
|  | Average |  | [If > 5, mitigate the risk.] |

### Constraints Assessment

|  |  |  |  |
| --- | --- | --- | --- |
| **Constraint** | **Can’t move** | **Moves a little** | **Negotiate** |
| Time |  |  |  |
| Cost |  |  |  |
| Quality/scope |  |  |  |

### Risk Management Strategy Table

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk factor** | **Likelihood (L, M, H)** | **Impact (L, M, H)** | **Prevent by** | **React by** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Adapted from project charter of Russell Martin & Associate*

## Worked Examples

### Quick Risk Assessment

|  |  |  |  |
| --- | --- | --- | --- |
|  | Size (1-10) | *3* | How large is this project? 10 = largest |
|  | Structure (1-10) | *6* | How much do we know re requirements? 10 = no reqs |
|  | Technology (1-10) | *3* | How new, complex is the technology to be used? 10 = newest |
|  | Average | *4* | [If > 5, mitigate the risk.] |

### Constraints Assessment

|  |  |  |  |
| --- | --- | --- | --- |
| **Constraint** | **Can’t move** | **Moves a little** | **Negotiate** |
| Time | *Published day, cannot be moved.* |  |  |
| Cost |  | *Not an unlimited budget.* |  |
| Quality/scope |  |  | *Could do a smaller event.* |

### Risk Management Strategy Table

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk factor** | **Likelihood (L, M, H)** | **Impact (L, M, H)** | **Prevent by** | **React by** |
| *There are not enough volunteers.* | *M* | *H* | *Increase communication ahead of time* | *Ask volunteers to ask friends* |
| *Type of charity work is not realistic for our volunteers* | *M* | *H* | *Visit charity early to clarify scope of work.* | *Negotiate scope of work.* |