

Office Centralisation

IDENTIFICATION			QUALITATIVE ASSESSMENT			MANAGEMENT ACTION			
Reference	Risk Description	Further Remarks Factors that can cause the risk to occur, The elements of the project that could be effected Any relationship or interdependency to any other risk	Probability of Risk Happening - "p" (VL=1, L=2, M=3, H=4, VH=5)	Impact Assessment - "I" (VL=1, L=2, M=3, H=4, VH=5)	Severity Rating "s"="p" x "I"	Recommended Management Action	Timing of Management /Mitigation Action	Risk Owner	Action By
Item No									
	1 Client								
1	Changes to brief by SDC	Beyond current brief	2	5	10	Monitor Housing, may require reduction in requirements if HA, achieve via reduction in length	Post HST vote, October 2006	SDC	SDC
2	Changes to brief by WCC	Requirements for Trading Standards and Registrars	2	1	2	Obtain formal agreement from WCC. WCC confirmed that Trading Standards will go elsewhere	Formal legal agreement outstanding	SDC	SDC
3	Delays in sign off at various stages	Formal sign off of brief, budget, Stage C, D and E	5	4	20	Co-ordinate stages with cabinet/council meetings and Gateway reviews. Stage E outstanding, re RDS's and budget	Stage E now urgent, DT working at risk	SDC	SDC
4	Incomplete and/or contradictory brief	Should be minimal changes as individual dept's consulted and specifics incorporated. Detailed briefing still required for certain aspects	2	4	8	Manage dept's aspirations. Prepare detailed briefs for storage etc. asap	RDS's outstanding to DT, minor issues only	SDC	SDC/PM
5	Change in Government policy	-	2	5	10	SDC to monitor gov directives, particularly Unitary authorities etc.	Throughout	SDC	
6	Staff retention and buy in to scheme	-	2	2	4	Keep regularly informed and views captured via Focus group	Continuous	SDC	SDC
7	Delays due to Gateway review process	-	1	2	2	Co-incide with key project stages	Adhoc to suit other demands	SDC	SDC
7a	Differing political views on most suitable site	Key staff could be distracted by additional management work	3	5	15	Increase communication with Scrutiny, produce newsletters, brief key groups, regular updates to Cabinet awaydays	Regular at key stages	SDC	SDC
7b	Home working	Identification of potential homeworkers, appropriateness of home environment, Staff and Management buy in to proposal	3	4	12	Commence process early and tie into decant strategy to trial early	Decant stage	SDC	SDC
	2 Design								
8	Additional Fire Officers Requirements	Additional Fire Officers Requirements	2	2	4	Early consultation with Fire Officer to agree design principles	Design/construction	DT	DT
9	Client overinfluences design	-	1	3	3	Management team to control impact of user requirements	Continuous, minor issues only now	SDC	SDC
10	Design creep	Area requirements contained within brief, design proposals exceed budget	3	3	9	Monitor via project contingency and QS regular reviews of proposals	Continuous, new QS to review costs by DL	Nisbet/QS	PM
11	Extent of repair to house	Condition survey reveals major defects	3	3	9	Melville's have prepared detailed condition survey, further investigations proposed to limit extent of surprises	Stage F	DT	DT
12	Service supplies	Adequacy of supplies at reasonable cost	0	0	0	Max Fordham to establish via statutory suppliers	Stage D/E	DT	MF

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54	Income from sale of existing premises	Less than budgetted	2	3	6	Review on regular basis by agents, average allowance in budget	Regular	SDC	SDC
55	Extent of decant works	Greater than initially envisaged	3	4	12	Strategy and costed solutions developed at Stage E	Stage E	All	GC
56	Inflation exceeds allowances	Currently 5% pa	2	3	6	Regular review by Nisbet	Regular	QS	PM
57	Project specification escalation	Demands by planners and other 3rd parties on quality standards	3	0	0	Regular reporting by cost consultant, regular value engineering to maximise contingency sum		QS	QS
58	Spend profile	Balance of spend and receipts not sustainable	0	1	0	Alan Osborne to monitor	Regular	SDC	SDC
59	Non project costs coded to project budget	-	4	1	4	Monthly review of finance printout and recode	Ongoing	SDC/Nisbet	SDC
60	Budgetary pressures	Overall budget exceeds that set by Council and impacts negatively upon SDC reputation and or other SDC priorities	4	4	16	Rigorous monitoring and early action to ensure within budget	Construction Period	SDC/Nisbet	PM
61	Negative VFM study	Audit commission report	3	3	9	Engage at early stage to mitigate negative impact	Regular	SDC	SDC

Key

 Closed out risks