

# Risk Management for Project Driven Organizations

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## Organizational Risk Identification Checklist

Item	Completed?
Am I an appropriate resource to conduct this work?	Choose an item.
Has existing risk list been reviewed (if appropriate)?	Choose an item.
Is risk candidate new and not an extension / version of an existing risk?	Choose an item.
Is risk candidate at the organizational / portfolio / program (as appropriate) level?	Choose an item.
Does risk candidate have the ability to impact the portfolio / program?	Choose an item.
Is risk candidate sufficiently documented for discussion?	Choose an item.

### Guidelines

This checklist is deliberately kept as simple as possible to avoid unnecessary overhead. Although the template is set up with Yes / No options it can be considered as a personal memory prompt for risk identification resources rather than a formal document that needs to be completed. For the same reason portfolio and / or resource identification fields are not necessary.

The goal for successful completion of the checklist is to answer 'Yes' to every question, a 'No' should be a flag that further work may be required. The assumption is that this checklist will be reviewed / completed by each individual involved in risk identification prior to the group review process (Chapter 8)

Notes on each field:

- **Appropriate Resource** – this is a sensible 'sanity check' for each person who has been asked to take part in organizational risk identification work. The specific criteria will be determined by each organization and should be clearly communicated, but see discussion in Chapter 8.
- **Existing Risk List** – in most cases risk identification will be supplemental to the list of existing risks and it is important to review that list in order to avoid duplication.
- **Is Candidate New** – we need to avoid duplication of risks and if the situation that is being considered is really an additional impact from an existing risk then it should not be created as a new risk. That will create duplication of effort and potentially reduce the effectiveness of risk management.
- **Is Candidate at Portfolio Level** – we need to ensure that the candidate being considered is at the portfolio / program level rather than a project level risk that should be managed as part of a single initiative.
- **Is There Ability to Impact** – right at the start of the book we defined risk as having to create impact, if the situation being considered will not have impact (positive or negative) then it should not be considered as a risk.
- **Sufficiently Documented** – following the individual analysis there will be a group review and while it may be premature to complete a risk summary at this point (although your organization may decide that is appropriate), the risk candidate should be documented to explain why the person reviewing it believes that it is a portfolio or program level risk.