

Key			
Probability and Impact		Risk Rating	
Descriptor	Rating	Descriptor	Rating
Low	1	Low	1-3
Medium	2	Medium	4-6
High	3	High	7-9

Kings Lynn Youth Retraining Pledge Risk Register									Kings Lynn Youth Retraining Pledge Risk Register	
ID number	Date Raised	Name/Description of Risk	Category	Probability	Impact	Risk Rating	Approach	Status	Mitigations/Actions	Owner
1	30.09.21	Project purpose and need is not well-defined.	Planning	1	3	3	Prepare	Closed	Business Case clearly defines purpose.	TH
2	30.09.21	Project design and deliverable definition is incomplete	Planning	1	2	2	Prepare	Active	Business Case includes well designed and deliverable definition is complete.	TH/RR/PM Sponsors
3	30.09.21	Project schedule is not clearly defined or understood	People	1	2	3	Prepare	Closed	Business Case includes a comprehensive project management plans showing timings and schedules. This is then communicated at appropriate levels via a shared Stakeholder Management Plan.	TH
4	30.09.21	No control over staff priorities	Planning	1	3	3	Prepare	Inactive	Staff dedicated to the project	NCC Project Manager
5	30.09.21	Delays in staff recruitment	Combination of factors	2	3	6	Reduce	Closed	Recruitment to roles planned in advance with sufficient time to recruit. Use networks across stakeholders, as well as NCC mechanisms, to share vacancies and promote widely. Secondment offer	TH NCC HR
6	30.09.21	Lack of communication, causing lack of clarity and confusion	Combination of Factors	1	3	3	Reduce	Active	Ensure regular communication is undertaken using following plans and activities: Stakeholder Management Plan Weekly Team Meetings Monthly Partner Meetings Quarterly Steering Group Meetings Newsletters PL Attendance at relevant regional meetings e.g. SSGs, District meetings etc.	Project Team
7	30.09.21	Wide variety in regional skills offer creates confusion over offer or individual eligibility or double counting	Combination of Factors	2	2	4	Reduce	Active	Manage through effective communication as ID#6 mitigations. Ensure project offer is clearly defined as per ID#1&2 mitigations. Establish strong links between KLYRP and other projects. Agree these boundaries, share project outlines and processes to avoid double counting etc.	Project Manager Project Lead
8	30.09.21	Unplanned work that must be accommodated.	People	2	1	2	Reduce	Inactive	Frequent Stakeholder communication to ensure accurate horizon scanning. Project Management Plan Monitoring	Project Manager
9	30.09.21	Scope Creep	Quality	1	3	3	Avoid	Inactive	Clear parameters of project adhered to through monitoring processes and stakeholder management using: - Stakeholder Management Plan - Weekly Team Meetings - Monthly Partner Meetings - Quarterly Steering Group Meetings - Project Management Plan Referencing of original Business Case if project evolves.	Project Lead Project Office
10	30.09.21	Project conflicts not resolved in a timely manner.	People	1	3	3	Avoid	Inactive	Effective stakeholder management delivered through: Stakeholder Management Plan Weekly Team Meetings Monthly Partner Meetings Quarterly Steering Group Meetings	Project Lead
11	30.09.21	Brexit	Political	1	3	3	Accept	Inactive	Continue to monitor impact on local issues such as key skills shortages to maximise opportunities and minimise risk.	Project Lead
12	30.09.21	Delay in earlier project phases jeopardises ability to meet targets	Combination of factors	2	2	4	Accept	Inactive	Management of this risk includes possible delay-alternative interim venue identified in partner organisation to allow for operational running to be established if premises set up is delayed	Project Manager
13	30.09.21	Added workload or time requirements because of new direction, policy, or statute	Combination of factors	1	2	2	Prepare	Inactive	Effective communication from NCC Management/Stakeholders/Partners to PL to allow for forward planning in this event.	Project Lead
14	30.09.21	Acts of God leads to loss of resources, materials, premises etc.	Environmental	1	3	3	Prepare	Inactive	Business Continuity Plans in place	Project Manager
15	30.09.21	Stakeholder action delays project.	People	2	2	4	Reduce	Inactive	Risk reduced through effective stakeholder management with: Stakeholder Management Plan Weekly Team Meetings Monthly Partner Meetings Quarterly Steering Group Meetings Risk reduced if occurs by effective re-planning of activities to ensure project schedule is maintained	Project Manager

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16	30.09.21	Covid-19 negatively impacts the capacity of the project to deliver results.	Environmental	1	3	3	Prepare	Inactive	This risk is global and will continue to be monitored. The impact of the risk could be severe if dangerous variants occurred. However, to manage low-medium project impacts that are more likely, mitigations in place that include: -Continuity Plans -SharePoint site for transparency of actions to ensure continuity of project mitigations e.g. electronic signatures -Vaccinations for staff available -Shared plans e.g. stakeholder management plan to ensure opportunities for continuity in event of staff sickness	Project Lead
17	30.09.21	Failure to recruit SMEs impacts success of project	Combination of factors	2	3	6	Reduce	Inactive	Risk reduced through: -Stakeholder management to support engagement across their networks -Steering Group Members to raise awareness of the project -Comms - strong branding across assets with clear messages and regular communications -Development of external sites to support e.g. Chamber site -Partner/Staff Performance Management	Project Lead Project Team Business Connectors Steering Group Partners
18	30.09.21	Failure to recruit participants impacts success of project	Combination of factors	2	3	6	Reduce	Inactive	Risk reduced through: -Stakeholder management to support engagement across their networks -Steering Group Members to raise awareness of the project -Comms - strong branding across assets with clear messages and regular communications -Development of external organisation to support e.g. schools -Partner/Staff Performance Management	Project Lead Project Team Business Connectors Steering Group Partners
19	30.09.21	Funding is delayed or withdrawn	Economic	1	3	3	Avoid	Inactive	Risk avoided through agreement for match gained prior to project and fund ring-fenced for delivery	Project Manager
20	30.09.21	Failure to recruit support organisations/volunteers impacts success of project	Combination of factors	2	3	6	Reduce	Inactive	Risk reduced through: -Early engagement of VCSEs with project -Use networks to promote project engagement opportunities -Use of DPS style tender system maximises use of volunteers already engaged with organisations - Stakeholder management to support engagement across their networks -Steering Group Members to raise awareness of the project -Comms - strong branding across assets with clear messages and regular communications	Project Manager