

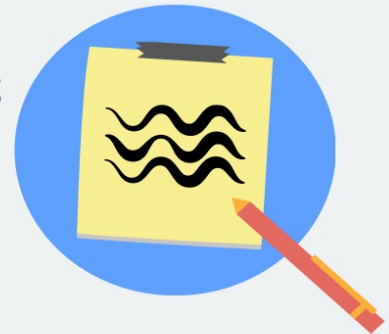
Risk Identification



Risk identification sessions can be conducted in a variety of ways. Below is an example of a Brainstorming session and Delphi Technique.

Brainstorming Session

Brainstorming sessions allow for everyone to participate equally. The session should be neutral and non-critical. During the session use words such as "worries" and "concerns" to assist in soliciting additional risks. Use sticky notes or whiteboards to allow for everyone to participate.



TIPS

Step 1: Send an agenda detailing the process of the meeting. Plan for a 2 hour meeting.

Step 2: Prep the space by drawing a risk matrix on a whiteboard to help organize the sticky notes.

Step 3: Start the meeting by reviewing the agenda and passing out markers and sticky notes.

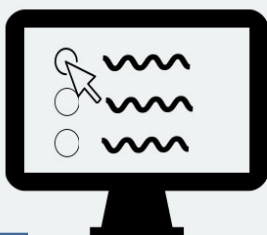
Step 4: Ask attendees to write risks, concerns, or worries on sticky notes. Ask for them to write as many as possible. After 5 minutes, have them put them up on the white board in the correct location.

Step 5: Lead the group through a review of each risk on the board. Consolidate, move, or add risks as needed. If you didn't use the risk matrix as an organizing scheme, you will also need to rank the risk by probability and impact at this time. Make sure to spend no more than 5 minutes on each risk.
--Repeat steps 4 and 5 as many times as needed.--

Step 6: Once all risks are identified assign an owner. The owner is responsible for determining the mitigation and contingency plan, as well as ongoing monitoring of the risk.

Step 7: After the meeting, document all the risks in the Risk Register. Make sure to send the results back to the team to confirm accuracy.

Delphi Technique



TIPS

The Delphi Technique consist of soliciting feedback from experts anonymously by the Project Manager/moderator. It is then collated, summarized, and sent for further review in a second round. This process creates a list of risks and pertinent details. This technique reduces bias in the data and prevents any one person from having undue influence on the outcome.

- ⚙️ A facilitator/Project Manager distributes a questionnaire (Project Risk Survey) to experts. Responses are summarized (anonymously) in the Project Risk Survey Collection.
- ⚙️ Send the Project Risk Survey Collection to the experts for comments. Consensus may be reached in a few rounds of this process.
- ⚙️ Once risks and their probability and impact have been determined, they need to be added to the risk register.

Contact the AITS PMO (aits_pmo@uillinois.edu) if you would like us to help you run a Risk Identification session. Need more Project Management information? Visit: <http://go.illinois.edu/PMToolkit>