Risk Management Plan

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PROJECT INFORMATION

Project Number (if applicable):
Project Name: Data Center Relocation
Date:
Project Ownership: Information Technology Services
Prepared by: Project Manager <Name>
Project Contacts:

	Name	Position	Phone
Primary			
Other			
Other			

VERSION CONTROL/ RISK CHANGE LOG

Add new rows to the table as versions are created. No changes should be made to this document without approval of the Project Manager, Data Center Relocation project. The first row should reflect the current version in distribution.

Version Number	Date	Description, Reasons, Comments Approvals
V1.0	January 12, 2009	Initial Draft – C.E. Pierce
V1.1		
V1.2		

After acceptance of this document by the project Advisory committee any new risks or changes to risk table should be listed here for quick identification by stakeholders.

Risk No.	Date	Description, Reasons, Comments Approvals

RISK ASSESSMENT AND MANAGEMENT TABLE

Risk Id.	Risk description	Likelihood	Mitigation Strategy	Impact	Contingency	Who owns
Construction/Build						
1.1	Does not meet requirements	L	WW through site	H	Rectify, Delay move, compromise	
1.2	Requirements were wrong	L	Reviews, WW, early sign-off of critical items	L-H	Contingency budget or Accept	
1.3	Cabling/power not completed on time	L	WW inspection	H	Delay equipment installation	
Network						
2.1	Insufficient funds for min. hardware & network	M	Re-negotiate budget, redesign network	H	Stage move over long period	
2.2	H/W Delivery, DOA	L	Order early, regular enquiries, vendor inspection	H	Maintenance contracts & Vendor Certification	
2.3	Incorrect design	L	External peer review	L-M	Use basic functionality. Seek vendor help	
2.4	IP addressing schema fails	L	Don't change	L-H	Regress	
2.5	Performance issues with WAN Links	L	Identify and implement monitoring and management processes	H		
Organizational						
3.1	Insufficient budget or budget	M	Identify who is the approval & sign-	H	Increase in budget approved	

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Risk Id.	Risk description	Likelihood	Mitigation Strategy	Impact	Contingency	Who owns
	over run		off delegate.		Project delayed	
			Do detailed costing		Scope of move reduced and compromise reached.	
			Have budget approved			
3.2	Timetable for move not approved or not workable	M	Sponsor and BU sign-off of timeline	H	Delay relocation	
			Publish timeline			
3.3	Cabling/power not completed on time	L	WW inspection	H	Delay relocation	

Systems failure during migration track

Risk Id.	Risk description	Likelihood	Mitigation Strategy	Impact	Contingency	Who owns
4.1	Systems fail on cutover day	L	Develop a plan for every system. Test each system	M	Use backup system System owners to rectify failures Using regression plans	
4.2	Full and adequate understanding of the complexities and interdependencies of systems and application.	M	Develop a plan for every system. Rehearse migration. Appropriate consideration for connectivity requirements.	H	Invoke rollback plan and redo /correct system documentation Delay migration	
4.3	System latency from MCNC is unacceptable	H				

3rd Party Issues

Risk Id.	Risk description	Likelihood	Mitigation Strategy	Impact	Contingency	Who owns
5.1	Key 3rd party staff unavailable including :	L	Define migration schedule requirements and engage	M-H	Seek alternate support	

Risk Id.	Risk description	Likelihood	Mitigation Strategy	Impact	Contingency	Who owns
	Pinnacle, Sun, Cisco Relocation specialist		suppliers/contractors via contracts			
Resources						
6.1	New Technology – The system staff at UNCC is not familiar with virtualization technologies planned for the project.	M	Will require extensive training of staff and could cause project delays with respect to time, cost and quality.	M		
6.2	Business resources unavailable for user acceptance testing	H	Publish dates and get buy in. Sign-off system relocation plans Document test and acceptance plans and authorize IT staff to undertake testing for business.	M	Backup test resource IT test on behalf Test in business hours after move Business accepts 'no test'	
6.3	IT resource contention for migration	H	Co-ordination and prioritization Cross skilling Use external resources	M	External resources called in Extend relocation time	
6.4	Relocation preparation affected by day to day operations and other projects	M-H	Use Change Control process to stop unauthorized system changes Backfill key project staff Use external resources	M-H	Use external resources Delay relocation	

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Risk Id.	Risk description	Likelihood	Mitigation Strategy	Impact	Contingency	Who owns
Project Management Risks						
7.1	Inadequate project definition	L	Ensure Advisory committee approve and sign-off acceptance of Project Plan	H	Go back to AC and seek mandate for new project definition	
7.2	Project plan deficient	L	Distribute Project Plan to AC and project team to identify any omissions early.	H	Rewrite project Plan to include all in scope activities	
7.3	Lack of communication	M-H	Develop communication plan and adhere to agreed communication activities Include regular formal reporting in this plan.	H	Seek agreement from project team and stakeholders to follow Communication activities. Delay project	
7.4	Scope creep	L	Detail project scope in PMP and get SC sign-off. Only change scope if agreed to by AC.	H	Seek additional time and resources to deliver agreed changes to scope of project.	
Security Risks						
8.1	Logical threats – unlabelled equipment.	M-H	Ensure all equipment in inventoried, labelled and accounted for.	H	Group related backups prior to move. May result in data loss.	
8.2	Data is corrupted during move.	M	Create system/data backups prior to move	H	Ensure that infrastructure is in place to restore systems.	
8.3	Machines won't start after move.	M	Define working start order, working configuration prior to move.	H	Ensure machines can be restarted prior to move. Maintain working backup of machine in that state.	

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Risk Id.	Risk description	Likelihood	Mitigation Strategy	Impact	Contingency	Who owns
8.4	Infrastructure not working (UPS, Network etc).	L	Test and configure infrastructure prior to move.	H	Delay move if infrastructure is not working or not in place.	
8.5	Loss of passwords, system documentation.	L	Make copies of passwords and configuration guides. Keep in secure location, accessible by key persons if needed. **Destroy after move.**	M	Ensure current cache of passwords and configuration guides is accessible during move. Fail over to reserve cache if needed.	
Application Risks						
9.1	SAN based replication of Oracle DBs (re:RW email March 3, 2009)					

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