

Preliminary Risk Analysis Worksheet
Project Title: DCLS Laboratory Information Management System

Date: June 27, 2003

	High Risk Category	If yes score = 5	Medium Risk Category	If yes score = 3	Low Risk Category	If yes score = 1	No risk Category	If yes score = 0	Sum for all Questions	Total Risk levels
Budget Risk										
What is the estimated total project cost?	Project cost is greater than \$5 million.	0	Project cost is greater than or equal to \$1 million and less than or equal to \$5 million.	3	Project cost is greater than or equal to \$100 thousand and less than \$1 million.	0	Project cost is less than \$100 thousand.	0		0 = No risk 1-8 = Low Risk 9-17 = Medium Risk 18-25 = High Risk
What percentage of the agency budget does the project represent?	The project is 15% or more of the agency budget.	0	The project is greater than or equal to 5% and less than 15% of the agency budget.	0	The project is greater than or equal to 2% but less than 5% of the agency budget.	0	The project is less than 2% of the agency budget.	0		
Have sufficient project funds been budgeted and allocated?	Funding is not budgeted or allocated.	0	Funding is available but not allocated.	0	Minimum essential funding is budgeted and allocated.	0	All funding is budgeted and allocated.	0		
How much confidence is there in the expenditure and funding projections?	Accuracy of budget estimate is less than or equal to 50%.	0	Accuracy of budget estimate is greater than 50% and less than or equal to 85%.	3	Accuracy of budget estimate is greater than 85% and less than or equal to 95%.	0	Accuracy of budget estimate is greater than 95% and less than or equal to 100%.	0		
Is funding available for maintenance of the project deliverable after project closure?	Maintenance funding has not been planned.	0	Maintenance funding is planned but constrained.	3	Maintenance funding is planned and available.	0	Maintenance funding is available.	0		
Total Score-Budget Risk									9	
External Dependencies Risk										
Is this project dependent on another projects deliverable?	A project deliverable from another project is required.	0	The project will utilize other project deliverables.	0	Other deliverables enhance the project.	1	No other deliverables are required.	0		0 = No risk 1-5 = Low Risk 6-10 = Medium Risk 11-15 = High Risk
Does this project require resources from other organizations?	External resources are critical to the project.	0	Project requires some external resources.	3	Project requires few external resources.	0	Project requires no external resources.	0		
Does this project require data from other sources?	Data from other sources has a significant impact.	0	Data from other sources has some impact.	3	Data from other sources has little impact.	0	No other data is required.	0		
Total Score-External Dependencies Risk									7	
Management Risk										
What is the level of management commitment?	Management is not committed.	0	Management has demonstrated interest.	0	Management is committed to the project.	0	Management has made the project a priority.	0		0 = No risk 1-5 = Low Risk 6-10 = Medium Risk 11-15 = High Risk
Is the project sponsor resourcing the project?	The project sponsor has control of some of the resources needed.	0	Project sponsor has control of most of the resources needed.	3	The project sponsor owns most of the resources needed.	0	The project sponsor owns all the resources needed.	0		
What is the experience and training level of agency project managers?	The agency has no project managers.	0	The agency project managers have some training or experience.	0	The agency project managers have training and experience.	1	The agency project managers are well trained and very experienced.	0		
Total Score-Management Risk									4	