

DELIVERY RISKS

PROJECT RISKS			
RISK	DESCRIPTION	MITIGATION	RAG
Election	Possible delays due to Councillor elections taking place during the project	Election factored into project plan	Medium
Change in personnel	Makeup of MCWG may change as a result of the election	Any new members of MCWG to be brought up to speed and provided with all supporting documentation ASAP	Low
Availability of staff / members	Lack of availability / other work pressures may cause delays if focus is drawn from the project	Project plan provided in advance for staff and members to manage their time	Medium
Insufficient time for review	Staff / members may not have sufficient time to review draft documents and provide input; risk of slippage	Project plan builds in time for review and includes contingency/overflow	Medium
Buy in	Staff / members may not support changes	Engagement up front to ensure buy in; role of OCWG and MCWG built into project plan	Low
Sign off	Delays in sign off process and getting final constitution through full Council	Timing built into project plan	Medium

PRIORITY KEY
High
Medium
Low