

# Risk and Issue Management

## Audience

Programme, Portfolio and Project Sponsors, Project Executives, Senior Responsible Owners, Steering Group and Project Board members, Programme and Project Managers, team members, Programme Office staff and Key Stakeholders.

## Background

All projects and programmes are subject to some degree of risk, and are likely to be affected by issues. These can – and regularly do – cause projects to fail to meet their objectives. Proactive management of risks and issues is an essential discipline of programme and project management and should be understood by all key stakeholders.

It is also essential that risks and issues are not simply identified and evaluated, but are continually addressed through action plans and clear assignment of responsibilities.

This course provides delegates with an understanding of risk and issue management, and aims to equip them with sufficient knowledge to begin applying these principles to their own projects and programmes. The approach fully supports industry standards such as PRINCE2®.

## Objectives

The course will enable delegates to:

- Identify risks, issues, countermeasures and contingencies
- Set up and maintain risk & issue registers
- Report on key risks and issues as part of programme/project reporting
- Describe the importance of risk & issue management as a part of project/programme governance
- Organise risk and issue workshops
- Begin applying these techniques on real programmes and projects

## Duration

1 day. This course uses a number of practical exercises and simulations to reinforce the techniques and concepts covered in the course material, in addition to numerous examples from the lecturer's personal experiences of managing projects and programmes.

The course is most effective when supplemented by a facilitated Risk workshop.

## Course Content

- Definition of risks, issues and associated principles
- Risk and issue management within the lifecycle of projects and programmes
- Risk identification and evaluation
- Mitigation: action planning and responsibilities
- Using risk and issue registers
- Risk and issue reporting and review
- Establishing risk and issue management within projects
- Programme level risk management
- Monitoring and improving the risk and issue management processes
- Putting this to work on your next project or programme

### Case Study:

A realistic case study scenario is used extensively throughout the course to allow delegates to consolidate their knowledge of Risk and Issue Management through hands-on, syndicate work.