projekt.pm

Risk Factors by Phase

Checklist for identifying risks over the course of the project

PROJECT

Project	
As of	DD.MM.YYYY

Any question that cannot be answered with a clear "yes" is a candidate for the risk analysis.

Check question	yes	no	Note / action
Project definition			
Are the objectives measurable?	☐	☐	
Is there a defined yardstick for measuring the objectives?	☐	☐	
Are constraints defined?	☐	☐	
Initiation phase			
Is it known who had the original idea?	☐	☐	
Are the reasons for the project clear?	☐	☐	
Is there a feasibility study or cost-benefit analysis?	☐	☐	
Is there enough background information?	☐	☐	
Planning phase			
Are the plans complete?	☐	☐	
Are the plans documented in writing?	☐	☐	
Have the plans been approved and officially signed off?	☐	☐	
Have all decision-makers been involved?	☐	☐	
Does the team have experience with this type of project?	☐	☐	
Implementation phase			
Are there plans and guidelines for internal communication?	☐	☐	
Are there plans and guidelines for external communication?	☐	☐	
Is everyone sticking to the plans?	☐	☐	
Is there an agreed conflict-resolution procedure?	☐	☐	
Is there an agreed decision-making procedure?	☐	☐	
Are the people from the planning phase the same as in implementation?	☐	☐	
Are resource plans and schedules complete, consistent and correct?	☐	☐	
Are the status reports complete and easy to find?	☐	☐	

© Georg Hübner MA

May be passed on only unchanged and with credit to the author.

Check question	yes	no	Note / action
Is the client's intention unchanged?	☐	☐	
Are market conditions the same as at the start?	☐	☐	
Are the drivers and supporters still on board?	☐	☐	
Closure phase			
Are all team members still on board?	☐	☐	
Have all decision-makers confirmed the results in writing?	☐	☐	

© Georg Hübner MA

May be passed on only unchanged and with credit to the author.