projekt.pm

Risk Factors by Type

Checklist for identifying risks

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
Contract risks			
Are all requirements in the requirements specification clear, complete and consistent?	☐	☐	
Could targets or priorities change?	☐	☐	
Has the project plan been communicated and accepted?	☐	☐	
Constraints – organisation			
Does the project have the necessary priority within the organisation?	☐	☐	
Are the necessary staff and resources available and confirmed?	☐	☐	
Constraints – client			
Is the client creditworthy and is this assured?	☐	☐	
Constraints – suppliers			
Delivery reliability: can delivery be made as promised?	☐	☐	
Schedule adherence: are deadlines being met?	☐	☐	
Quality reliability: do the deliveries have the required quality?	☐	☐	
Constraints – law and regulation			
Are legal requirements (standards, guidelines, permits …) being met?	☐	☐	
Have patent, trademark and copyright issues been clarified?	☐	☐	
Personnel risks – project staff			
Are they available when needed?	☐	☐	
Are sufficient qualifications available?	☐	☐	
Are there social tensions?	☐	☐	
Technical risks – raw materials and technologies			
Could the technologies be nearing the end of their life cycle?	☐	☐	
Are all required raw materials available?	☐	☐	

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Check question	yes	no	Note / action
Technical risks – tools			
Are the required tools available?	☐	☐	
Are the tools compatible with the interfaces?	☐	☐	
Organisational risks – planning			
How realistic are the effort estimates?	☐	☐	
How realistic are the schedule estimates?	☐	☐	
Is the work breakdown structure complete?	☐	☐	
Organisational risks – monitoring			
Is the project being monitored?	☐	☐	
Is there risk monitoring?	☐	☐	

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