This tool provides a brief guideline on how to evaluate Probability and Severity for the risks identified in the Project Charter and/or Plan. It also lists common project risks grouped by the different sections in the Project Plan which could be applicable to your project.

### Probability Assessment:
- High - quite probable
- Medium - more likely than not
- Low - possible but not likely

### Severity Assessment:
Assess High, Med, Low based on the seriousness of consequences; amount of flexibility in dealing with problems; costs to resolve; resource impacts; scheduling impacts

<table>
<thead>
<tr>
<th>Project Plan Sections</th>
<th>Risk Categories</th>
<th>Project Risk Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Integration Management</td>
<td>Business Requirements</td>
<td>Very vague or very complex</td>
</tr>
</tbody>
</table>
| | Scope Definition | - Scope is likely to change  
| | | - Size of the project (of deliverables) |
| Time Management | Changing Priorities | Project priorities likely to change - possible impact on project schedule |
| | Project Work | Inaccurate or under-estimated project work required for deliverables |
| | Schedule | Overly-optimistic deadlines |
| Cost Management | Project Funding | - Cost estimates not accurate  
| | | - Cost overruns  
| | | - Funding Cuts |
| Quality Management | Customizations | Many customizations required |
| | Data Migration | Current data is poor and difficult to convert to new system |
| | Documentation & training | Lack of or poor supporting documentation & training |
| | Quality | Quality standards unmet |
| | Testing | Testing is not thorough |
| Resource Management | Lack of Resources | Not enough resources assigned to the project |
| | Organization | Concerns and/or resistance to process changes |
| | Project team availability, staff turnover | - Resources not available when needed  
| | | - Change of resources  
| | | - Loss of project sponsor during project  
| | | - Labour strikes or work stoppages |
| | Skills | Lacking required skill set |
| | Technology | - Problems with technology impacting other deliverables  
| | | - Software/hardware dependencies not anticipated  
| | | - Changes in related systems, programs, etc.  
| | | - Complex technology  
| | | - New or unproven technology  
| | | - Unavailability of technology  
| | | - Poor timing of product releases |
| Project Communication Management | Client Confusion | Communications are very complex and/or detailed |
| | Client Support | Lack of buy-in for project |
| | Dissemination | - Number of stakeholders  
| | | - Reliance on other departments for communication |
| Procurement Management | Outsourcing Issues | - Outsourcing delays or deliverables not met  
| | | - Lack of vendor and supply availability |