

Risk Management Plan

Project Name: Grade Configuration
Project Director: Kate Maguire, Superintendent
Proposed Project Start Date: March 19, 2014
Proposed Project End Date: June 30, 2016
Project Manager: Kim Riesgraf, Assistant Superintendent
Project Team: Wendy Biallas-Odell, Dale Carlstrom, Astein Osei/Bob Perdaems, Janet Thomas-Bouyer, Tim Wilson
Last Updated: 12/1/2014

The following table includes the broad risk areas that have been identified, and the accompanying strategies that will be put in place to control them. The rating should include a probability of the risk occurring and the severity of the impact of the risk to the project should it occur. This will provide an overall Risk rating. (H=High, M=Medium, L=Low or)

Risk Factor	Impact on Project	Prob HML	Sev HML	Risk Rating HML	Risk Plan (strategy)	Person Responsible	In Place By
Construction schedule delays	Delays interfere with summer preparation dates and/or school start date	M	H	MH	Mitigate through contingencies built in construction contract that require timely completion through overtime/week-end work if necessary. Avoid delay in school start by scheduling substantial completion date well before school start date. Winter construction contingencies anticipated and strategies included in contract.	Dale Carlstrom	11/18/2014

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Facility accessibility may not be adequately coordinated and communicated	Stakeholders may become angry and withdraw support for the project. Essential services in the spring and summer may be compromised	H	H	HH	Avoid risk by implementing Summer 2015 facility use plan that specifies which facilities will not be used (therefore not affected by construction) and providing process for communication, resolving problems, monitoring implementation.	Brian Siverson-Hall	10/15/2014
Staffing transfer process creates barriers in assignment of staff	Staff are not placed and trained for success	M	M	MM	Mitigate risk through detailed planning for teacher transfer with regular communication, collaboration with EMO, monitoring timelines and implementation of communication plan.	Janet Thomas-Bouyer, Judy McDonald	12/15/2014
Middle school implementation of design & philosophy	Inconsistent implementation of design & philosophy leads to ineffective programming for students	H	H	HH	Complete detailed major redesign using collaborative processes that includes a well-developed timeline and communication plan, professional development and coaching. Monitor implementation and provide coaching	Wendy Biallas-Odell, Kim Riesgraf	10/15/2014
High School programming plan	Lack of clarity leads to delays in student registration and transition	L	M	LM	Registrars included on team and timeline developed that is specific regarding registration	Astein Osei, Bob Perdaems, Sandra Day	10/1/2014

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Technology Management	Significant degradation of information systems results in inaccurate reporting	L	H	LH	Technology timeline and communication plan completed and implementation is carefully monitored	Tim Wilson	11/19/2014
Cost	Project costs more than is budgeted, requiring cuts in other areas.	M	M	MM	Mitigate risk by closely monitoring costs and spending, obtaining multiple bids, creating alternative bid packages for construction	Dale Carlstrom, Kim Riesgraf	7/1/2014
Logistics	Procurement of FFE, moving staff and materials, delivery of equipment and materials	L	H	LH	Mitigate risks through formation of logistics team with specific tasks assigned to key people, develop a timeline and logistics transition plan, engage building contacts. Gather input for steering committee.	Kim Riesgraf	1/1/2015
Site Transitions for students and families	Families and students don't have information they need to feel comfortable with transition plan.	M	H	MH	Site transition plans that include communication objectives. District survey to families of incoming middle school and high school students regarding transition	Principals, Directors, Kim Riesgraf	10/15/2014