Leading Questions for Risk Identification

Purpose Use the following as examples of project risks to assist in identification of risks. This is not an all-inclusive list, but rather to serve as memory joggers for Project Management Phases. Review the risks below. Once you have identified the risk, then document on the Risk Log.

Initiating Phase

- [ ] Are the deliverables clearly understand by all?
- [ ] Are the critical success factors clear and measurable?
- [ ] Is the business sponsor / business team committed to the success of the project?
- [ ] Are the expectations of the teams involvement clearly laid out?
- [ ] Has the business sponsor changed during the project?
- [ ] Does the business and/or IT senior leadership believe in the business case for the project?

Planning Phase

- [ ] Is the schedule realistic or are activities and tasks set in overly optimistic?
- [ ] Is the budget realistic or based on unrealistic estimates?
- [ ] Does the project involve a large number of users?
- [ ] Is the project heavily reliant on third party resources to complete key deliverables on time?
- [ ] Does the team have prior experience with this company?
- [ ] Is there a high level of turnover in the business area affected? Is there a contingency plan?
- [ ] Are team members' roles clearly laid out and documented?
- [ ] Is there any slack time or contingency built into the plan?
- [ ] Is there adequate Change Enablement / Communication plan in place?
- [ ] Does the project manager have enough time to focus on this project?

Executing/Controlling Phase

- [ ] Are there multiple third party companies involved in the project?
- [ ] Does the current team have prior experience with this type of project?
- [ ] Are there geographical constraints that will inhibit the success of the project?
- [ ] Is the budget being managed?
- [ ] Is the schedule being managed?
- [ ] Have key project resources turned over or changed during the course of the project?

Closing Phase

- [ ] Have all deliverables been met?
- [ ] Are the customers satisfied with the product / service?

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