

WORKSHEET 4.1

Quick-and-Dirty Risk Assessment

Instructions: Use these three ratings to think about this unique project. Rate each risk relative to the project team's experience, not the company's experience. For example, if the project will use an older technology, such as PowerPoint software, but the project team members have never used PowerPoint, the applicable technology would be rated as a higher risk. When each of the three ratings is complete, average them by adding the three criteria scores and dividing by 3. That average is your project's risk assessment score.

Risk Criterion 1:

Project Size: How "big" is this project or how long will it take?

1 2 3 4 5 6 7 8 9 10
SMALL/SHORT LARGE/LONG

Risk Criterion 2:

Project Structure: Considering the following reasons why project requirements are or may become less stable, how stable are your project's requirements?

- ♦ There are no available subject-matter experts.
- ♦ Project requirements are tied to a government regulation that is changing or hasn't been defined fully.
- ♦ The project involves stakeholders and subject-matter experts with completely different opinions about the requirements. The more stakeholders there are or the more they argue, the more difficult it will be to define the requirements.

1 2 3 4 5 6 7 8 9 10
FIXED UNDEFINED

Risk Criterion 3:

Applicable Technology: How well does the project team understand the technology?

1 2 3 4 5 6 7 8 9 10
EXPERIENCED INEXPERIENCED
