

TOOL 4.2

Amount of Time Needed for Project Management, Based on Anticipated Risks

Quick-and-Dirty Overall Risk Score	Management Time
1-4	10 percent of the time you spend on the project each week (for example, 4 hours if you spend 40 hours a week on the activities of this project)
5-7	15 percent of the time you spend on the project each week
8-9	2 hours a day
10	25 percent of the time you spend on the project each day (for example, 2 hours in an 8-hour day spent on the project)