

APPENDIX B- USE-IT! Risk register
APPENDIX B - RISK REGISTER for USE-IT! Project

| Appendix B – Use 17: Risk Register | | Inherent Risk | | Control Measures | Control Measure Managed by | Residual Risk | |
|------------------------------------|--|---------------|------------|---|--|---------------|------------|
| No | Item of Risk | Impact | Likelihood | | | Impact | Likelihood |
| 2.0 Work Package 2 | | | | | | | |
| | Managing project continuity and delivery if / when there are staff changes in the partnership or within the Project Management team (Project Manager, Partnership Manager, Finance Officer) of the lead partner. | Serious | Probable | We will have clearly documented, agreed roles; second named staff members, partner activities/outputs, agreed actions for partners, guidance and partnership agreements that the new member of staff can access, in addition to one-to-one support from the Project Co-ordinator. All Project Management team staff will have a 3-month notice period, roles will be documented and a clear handover training period will be in place. | Contract Manager, staff members | Medium | Medium |
| | Exchange rate fluctuations may affect the amount of money received from the European Commission | Serious | Probably | All partners bear the risk of exchange rate fluctuations equally and everybody responds for their part of delivery. BCC's risk will be mitigated by commissioning external expertise element after the grant has been received. | Contract Manager, staff members | Medium | Medium |
| | The Partnership is too big to manage. | Serious | Possible | a) Strong Project Management team will be put in place who will be based in the locality and will have day-to-day contact with all project partners . The Project Management Steering Group to ensure that operational and strategic management of the project is on track. b) Work Package leads holding meetings with their respective delivery partners and setting up objectives at Work Package levels +co undersigning all reports submitted to the Project Manager | Project Management team, Work Package Leads | Medium | Low |
| | There are different objectives and aspirations. | Major | Probable | Work Package leads holding meetings with their respective delivery partners and setting up objectives at Work Package levels as well as countersigning all reports submitted to the Project Manager. | Work Package Leads | Medium | Medium |
| | Taking more time dedicated than allocated. | Major | Possible | Working smart between Work Packages so we don't duplicate efforts. | Project Management and Work Package Leads | Medium | Medium |
| 3.0 Work Package 3 | | | | | | | |
| | Recruitment and retention of appropriate communications and brokerage manager: | Serious | Possible | Start recruitment early, look for development opportunity for somebody and make it attractive by linking it with further opportunities. | Project Management and Work Package Leads | Medium | Low |
| | Lack of regular articulation of requirements from partners to Birmingham City Council could send the project off track. | Serious | Remote | In order to avoid this, there will be regular documented meetings, operations meetings planned at least every quarter. | Birmingham City Council | Medium | Low |
| | Ensure that the Work Packages work together as one coherent project. | Major | Remote | A strong Project Co-ordination team will be put in place (Project Co-ordinator, Project Support Officer, Finance Officer) who will be based in the locality and will have day-to-day contact with all project partners. The Project Management Steering Group (all WP leads and delivery partners will meet collectively a minimum of every 3 months to ensure that operational and strategic management will be offered. | Contract Manager, Partnership Manager, Finance Officer | Medium | Low |
| | Ineligible or inconsistent financial spend, management or claims. | Serious | Possible | Partner payments will only be released when accurate partner claims are submitted. Partners will be trained and supported to complete claims at an acceptable standard from the start of the project and any inconsistent cost items will need further clarification before payments are released. This will help minimise risk for partners and for us. Ongoing support for all partners around financial management will be offered. | Contract Manager, Finance Officer | Low | Low |
| | Issues with the quality of deliverables and outputs within agreed resource constraints (budget and staff time). | Serious | Possible | Partners will be briefed on the staff hours/budgets allocated at the start of the project and will be expected to ensure that they set aside sufficient resources to meet the quality required for each output. If the partner is unable to keep to agreed rates we will work with them through our Project Co-ordinator to find a suitable compromise within the overall budget. The Project Management Steering Group will also be a platform for ensuring the project is delivering. | Contract Manager and Work Package Leads | Medium | Low |
| | Inaccurate or inconsistent records. | Serious | Possible | All partners will use project standard documentation to ensure that we have accurate project records presented in a compliant manner. These records will be monitored at regular intervals (at visits and meetings). | Contract Manager and Work Package Leads | Medium | Low |
| 4 Work Package 4 | | | | | | | |
| | Recruitment of Community Researchers delayed or ineffective. | Serious | Possible | Using existing links to community and using organisations that are already on the ground as a starting using existing links to community and using organisations that are already on the ground as a starting point. | Contract Manager and Partnership Manager | Medium | Low |
| 5 Work Package 5 | | | | | | | |
| | We don't find sufficient residents with overseas qualifications (NHS relevant) | Serious | Possible | Open up a work stream to start considering other non-medical professions within NHS or other sector. Close working with Birmingham and | Project Management and NHS Work Package lead | Medium | Low |