

PROJECT RISK ASSESSMENT MATRIX

Project Title:

Facilitating research amongst radiographers through Information Literacy Workshops

Proposer(s):

**Emily Hurt
Alison McLoughlin
Eva Thackeray**

Date:

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	Potential Risk Factors	Probability of Risk Arising (H/M/L)	Impact (H/M/L)	Risk Indicators	Control Mechanisms	Named Risk Lead
Financial	Not receiving the requested funding Budget changes- under-funding.	Medium Low	High Low	Competitive process Trust unable to completely fund Regular finance review Project management systems to control project stages	ILG Control Clear project and financial plans as part of funding proposal. Expenditure monitoring especially in terms of staffing allowances	Emily Hurt
Project	Unable to identify appropriate professional group	Low	High	Radiography lead approached and interested. Other professional groups available to approach if radiography not willing	Signed agreement with key stakeholders to agree to professional groups ability to attend sessions	Alison McLoughlin

	Lack of commitment/ poor communication between research collaborators and/or professional group	Low	Medium	Clear timetable agreed with group identified Feedback from professional group/project team	Project proposal followed to check off project deliverables Regular internal project team meetings at evaluation points Develop a project communication and dissemination strategy for project duration	Emily Hurt/ Alison McLoughlin
	Poor uptake of project outputs or deliverables	Low	Medium	Feedback from professional group Monitoring of outputs and uptake	Follow project communication and dissemination strategy Full involvement of stakeholder group and professional group throughout project Evaluate phases of project products and implement changes if necessary	Emily Hurt
	Low response rate	Medium	Medium	Monitoring of research instruments Monitoring of data collection procedures	Maintain strong links with the relevant individuals to facilitate process and minimise response fatigue Awareness raising strategy implemented prior to data collection	Emily Hurt/ Alison McLoughlin

	<p>Loss of subject/respondent information</p> <p>Inappropriate disclosure of respondent information</p> <p>Respondents/subjects dissatisfied</p>	Low	Low	<p>Feedback from respondents and/or research team member</p> <p>Complaints made by respondents</p>	<p>Comply with Data Protection Act 1998</p> <p>Ensure all data is non identifiable to subject/respondent</p> <p>Follow research governance guidance on the protection of subject information</p> <p>Clear grievance route – indicated to subjects</p>	Alison McLoughlin
Resource	Changes in key project staff	Low	Medium	<p>HR processes</p> <p>Appraisal process</p> <p>Adequate staffing</p>	<p>Develop succession plan</p> <p>Ensure handover mechanism in place</p> <p>Ensure 'cover' arrangements for illness etc.</p>	Emily Hurt

	Project overruns planned timeframe	Low	Low	Project meetings Feedback from PI at key project stages	Project management systems used to manage project time frames GANTT chart developed and updated regularly to monitor timeframes involved for each task Project supervision undertaken by project team	Emily Hurt
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