Project Risk Log

Please refer to tab 3 'Risk Matrix Guidance' before completing

Negative Risks = a threat to Project and its aims (*aim to reduce Level of risk*); **Positive Risks** = an opportunity to the project and its aims (*aim to increase level of opportunity*)

Project ID and Title:	**CCTV & Fibre Procurement**
Project Manager:	**Louise Back**
Last update:	**03/05/19**

										Current Risk Level				Risk Tolerance				Escalation						Audit Trail					
Type of risk (+ve / -ve)	Ref/ID (risk)	Risk Description	Key Causes	Key Consequence	Status	Risk Category	Risk Owner	Key Mitigations	Direction of travel	Likelihood	Impact	Risk Rating	Monetary Impact of risk £K	Likelihood	Impact	Risk Rating	Date	Actions to be undertaken (Include dates as appropriate)	Resp. Officer	Escalated to: DRR/CRR	Escalated by:	Date	Corporate Strategy Theme	Portfolio Flag	Date risk identified	Directorate Flag	Date Risk Closed	Closed by:	Amends / Updates Completed Date:	By:
Negative	1	Procurement / project management resource needed to manage procuremet process	Procurement manager currently split between numerous assignments, and no project manager currently assigned	Delay in completing technical and ITT documentation	Open	Medium	Peter Anderson	Currently in the process of trying to recruit an additional procurement resource to support Procurement Manager	<>	3	3	9	0	1	1	1													
Negative	2	Availability of subject matter expertise to support the writing of the technical specification and ITT documentation	BAU requirements limiting the availability of SME support	Delay in completing technical and ITT documentation	Open	Medium	Peter Anderson	Gareth Mills has been assigned to project work for 3 days a week, and new B-Net manager is supporting	<>	3	3	9		1	1	1													
Negative	3	Ongoing budget not agreed - revenue and capex	Maintenance budget or capex across directorates using the contract has not been agreed .	Delay publishing the tender	Open	Medium	Peter Anderson	Confirmation from budget holders of their revenue and capex budgets	<>	3	3	9		1		0													
Negative	4	Budget may not cover full capital expense - all analogue cameras	Camera cost meeting full spec may be higher than expected. Or will not cover all cameras.	Not all analogue cameras can be replaced from capital budget.	Open	Medium	Peter Anderson	Confirmation from budget holders of their revenue and capex budgets for cameras	<>	3	3	9				0													
Negative	5	CCTV capital budget ringfenced will not meet the costs for networking infrastructure.	Network costs not yet confirmed or budgeted for	The project will be unable to deliver the required number of cameras	Open	High	Peter Anderson	Re-profile SMART City capital funds allocated to the Operatin Centre to cover costs. Assess re-use value of switches in place currently.	<>	3	3	9	852k			0													
Negative	6	Unable to provide CCTV cover as and where needed	No contract in place	Analogue cameras are failing due to being old and out of date	Open	Medium	Peter Anderson	Progress tender asap	<>	2	3	6				0													