

RISK MANAGEMENT PLAN

RISK	TRIGGER	OWNER	RESPONSE	RESOURCE REQUIRED
RISKS WITH RESPECT TO THE PROJECT TEAM				
- Illness or sudden absence of the project team	- Illness / other emergencies / resign	- Project Manager	- Project manager take responsibilities	- Backup resources - proper schedule plan
RISKS WITH RESPECT TO THE CUSTOMER / USER				
- The customer changes initial requirements - The customer is not available when needed	- User change request - Incomplete description during requirement phase - Target user unable to attend testing / assessments	- Senior Technician - Senior Manager - Senior Manager	- Quality Assurance / Control - Change Request Form - Scheduling and customer "booking"	- Quality control checklist - Change Request Form - User Requirement Doc - Project Schedule - Letter of acknowledgement to Customer