

No.	Category / Area of the project	Description	Probability					Impact					This month	Rating (2xP+3xI)	Responsible	Action	Date action due	Mitigation	Status	Open/ Closed		
			1	2	3	4	5	1	2	3	4	5										
1	Resource	Key individuals (e.g. work stream leads) unavailable			3								4		18	Emma / Victoria	Ensure all project documentation is up-to-date and team members are properly briefed on progress.	Ongoing	Contingency: Another individual appointed to take over lead Contingency: All project team should be aware of process and progress to date Contingency: Project documentation in place and accessible on shared drive ready for someone to pick up	Ongoing	Open	
2	Resource	Key individuals from one GMP DQT team unavailable			3								4		18	Emma / Victoria	Consider cover and training when deciding who is to work on the team	Ongoing	Reduction: Ensure that contingency training is carried out throughout the project Contingency: Consider if assistance from other fund or partner organisation might be feasible	Ongoing	Open	
3	Resource	Movement of resource impacts on our ability to complete other workloads and projects		2										5		19	Emma / Victoria	Ensure there are clear priorities for the teams to work to and that likely impacts are communicated	Ongoing	Reduction: Look to implement efficiencies in order to recoup resource Reduction: Look to redefine target times or reallocate workloads Acceptance: Communicate the impacts to all stakeholders	Ongoing	Open
4	Resource	There is not enough resource to complete the work required		2										5		19	Emma / Victoria	Investigate ways to generate additional resource	Ongoing	Reduction: Recruit additional resource Reduction: Offer overtime / additional hours Reduction: Ask for assistance from colleagues at other funds or partner organisations	Ongoing	Open
5	Deadlines	Failure to meet the query deadline dates agreed with HMRC			3									4		18	Emma / Victoria	Discuss with our contacts at HMRC	Ongoing	Reduction: Ensure close monitoring of progress against timeframe and make adjustments as needed on a regular basis Acceptance: Look to agree revised timeframe with HMRC	Ongoing	Open
6	Software / IT issues	There are issues with the Heywood tool		2									3			13	Emma / Victoria	Work with Heywood to resolve issues	Ongoing	Reduction: Carry out testing and checks to ensure the tool is working as we would expect Reduction: Liaise with our colleagues at other funds to ensure they are also confident that the tool is working correctly Contingency: Consider using other methods, such as spreadsheets, to carry out the work needed	Ongoing	Open
7	Decision-making	Wrong or mis-informed decisions are made		2										4		16	Emma / Victoria	Ensure that there is a clear process for decision-making	Ongoing	Reduction: Carry out testing whenever changes are made and ask Internal Audit to review the process Reduction: Carry out regular spot checks or similar tests to provide assurance	Ongoing	Open
8	Decision-making	HMRC revise their guidance or approach			3									4		18	Emma / Victoria	Ensure that all decisions and approach assumptions are reviewed	Ongoing	Acceptance: Consider and make amendments to our approach or decisions if needed and adjust resources accordingly	Ongoing	Open