



Learning Centre

"Your Project Management Knowledge Connection"

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Risk Management Essentials Workshop Outline 2 Day / 14 PDUs



RISK MANAGEMENT ESSENTIALS - WORKSHOP OUTLINE

Foresee and Reduce the Impact of Risks

In a project environment, many problems can be seen ahead of time. Risk management is a proactive process for resolving potential problems before they occur—while the scope and ramifications of the problem can still be contained. But risk management is not just about controlling problems. It's also about managing the positive outcomes of risk: opportunity. If opportunities are not foreseen and given proper guidance, their full potential cannot be transformed into reality.

Workshop Overview

This course describes a structured, proactive process for managing both the negative and positive impacts of risk. You will learn how to identify and assess project risks before they happen, and plan response strategies that mitigate potential problems. You will also learn proven techniques for capitalizing on opportunities and maximizing project success.

Workshop Benefits

- Recognize how an effective risk management strategy and leader play a critical role in project outcomes
- Understand the essential concepts and sources of risks
- Comprehend the relationship between risks, assumptions and issues
- Apply a structured, disciplined process that keeps you on track
- Use data gathering techniques to identify your project risks
- Analyze the potential risks to your project, and determine which ones to focus on
- Assess your project's or organization's risk tolerance level
- Plan appropriate risk responses using a variety of alternatives and options
- Monitor and control known risks, and continually assess the project to identify new ones
- Minimize the scale and impact of negative risks
- Optimize the opportunities presented by positive risks
- Become a proactive project leader who resolves problems before they occur, rather than a reactive manager who grapples with issues only after they arise
- Increase your ability to deliver quality projects on time and on budget

Workshop Format

This hands-on workshop employs a dynamic mix of action-learning team simulated **exercises** of "real-world" business and project environments that will provide you with practical experience in performing the key functions of risk management. In addition, **hand-outs** are provided for reference, dialogue sessions and **reviews** are conducted for experience and idea sharing, and guided feedback from the Workshop Leader to reinforce learning. This format will enable you to immediately apply basic project management skills back at work.

Workshop Take-Aways

- Project Risk Management Essentials Workbook
- Hand-Outs and Templates
- Certificate of Completion
- **14 PMI® Professional Development Units (PDUs)**
- Website and Book References

Who Should Attend?

The workshop is intended for Project Managers, Program Managers, Team Leaders and PMO Managers that manage projects in an organizational context that want to improve project outcomes.

The Workshop is very hands-on, hence it is limited to a maximum of 16 participants.

Inquire About Our Customized Workshop Solutions

If your business requires confidentiality or a tailored approach to your business, a customized approach is available. Call us at 604-461-0104, or email learning@ciki.ca.



RISK MANAGEMENT ESSENTIALS - WORKSHOP OUTLINE

WORKSHOP INTRODUCTION

- Introductions
- Workshop Rules
- Workshop Agenda
- Workshop Format
- Workshop Objectives

FRAMEWORK

- Concepts
- Definitions
- Elements of Risk and Risk Factors
- Negative Risks
- Positive Risks

DEFINING RISKS

- An Overview of Risk
- A Project Definition
- Elements of Risk

IDENTIFYING RISKS

- Process Definition
- Sources of Risk
- Testing of Project Assumptions & Constraints
- Multiple Combined Uncertainties
- Documenting Risk Characteristics
- Risk Registers

ASSESSING RISKS

- Process Definition
- Qualitative Analysis
- Prioritizing Risks
- Quantitative Analysis
- Probability of occurrence
- Probability of consequences

RESPONSE PLANNING FOR RISKS

- Process Definition
- Assessing Risk Tolerances
- Determining What Actions to Take and Assigning Responsibility
- Risk Work Breakdown Structures (RWBS)
- Risk Control
- Contingency Planning

WORKSHOP CONCLUSION

- Project Challenges
- Tips to Remember
- Opportunities for Improvement
- PMI® Information
- Website & Book References