

Plus Fund: Section 5 - Risk Assessment Guidance

As per section five of the Plus Fund application, applicants are expected to identify any risks to their proposed activity and provide appropriate strategies for managing these risks, and mitigating their impact.

In order to complete this section, the Future Leaders Fellows Development Network recommend applicants follow a 3 step process to conduct their risk assessment:

1. Identify risks
2. Classify risks
3. Action mitigations and contingencies

Risks should then be recorded and presented in a Risk Register.

Identifying Risk

Any occurrence that can have an adverse impact on a project or activity can be considered a risk, and identifying and addressing these risks and their causes early on is key to developing strategies to deal with the potential impact. Risks can be identified in many ways including SWOT analysis, assessing processes, and general experience.

Applicants can break down their activities (or project as a whole) in order to categorise different aspects which will help to identify potential risks, such as risk to delivery, staff, technical risk, reputational, operational, financial etc. Different activities will present different risks and so breaking down proposals into different elements during a risk assessment can ensure all identifiable risks can be captured.

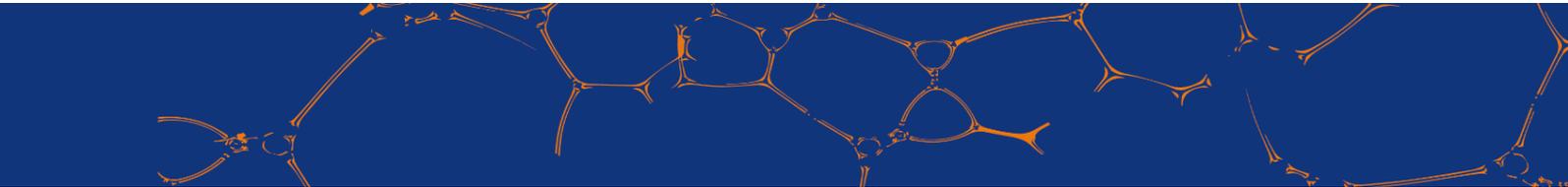
Once a risk has been identified, thinking about its causes will help when developing strategies and mitigations to protect against the negative impacts of the risk. Considering why it may happen, what would it affect if it were to happen, and whether there is anything in place currently to protect against the risk will help direct the evaluation and treatment the risk will receive.

Classifying Risk

Once a risk and its causes have been identified, the next step is to classify the risk in terms of Red, Amber, or Green, Red being the most severe and Green the least. Thinking about the likelihood of the event happening and the level of impact the event would have on the project (or categorised area), is the best way to establish whether the risk is Red, Amber, or Green, which in turn will guide on the volume and severity of mitigating actions.

Mitigating Actions - Treating and Monitoring the Risk

Now that the risks have been identified and classified, combining this with the understanding of the causes of the risk will give a good indication of how it should be dealt with. Green risks can be monitored if it's unlikely the score will change over time. Amber and Red risks will require more attention, which can be in the form of avoidance or treatment. Avoiding the risk means the mitigations that will be put in place are designed to prevent the project from



encountering the risk in the first place, whereas treatment refers to mitigating actions put in place to reduce the impact and likelihood of the risk occurring. All risks should be monitored regularly over the project life-cycle to protect against changes that would affect the risk scores, and subsequently their effect on the project. It's advised in more complex projects that risks be assigned an owner, who is someone who can action the mitigations assigned to the risk, and monitor whether these have been successful in reducing or avoid the effect of the risk on the project.

All risks and their associated causes and actions should be recorded in the Risk Register Template and submitted alongside the application.