

ACTION/ISSUE ITEM LIST

Project Na File Numb			Project Mana	-				
Action	Action Item Description	Requested	Person Action	Date	Date	Resolution	Status	Comments
Item No.		by	Assigned to	Requested	Required			



Water and Waste Department • Service des eaux et des déchets

<u>AUTHORIZATI</u>	ION FOR CONTRACT CHANGE	NO.
PROJECT DESCRIPTION:	DATE: FILE NO.: BID OPP. NO.: PRI NO.: DISTRIBUTION:	
CONTRACTOR:	City Departmen Contractor: CA: Other:	t:
Payment or credit for the following	ng change is hereby authorized:	
DETAILS OF CONTRACT CHAI		
for Contract Administrator	for Contractor	for City of Winnipeg
The Contract Price is increased/of the Contract Time is increased/of All other Terms and Conditions of	decreased by: days	
Original Contract Price: \$ Previous Additions/Deletions:\$ This Authorization:		mpletion Date: mpletion Date:
Revised Contract Price: \$		

Consultant Deliverable Log

Project	No.			File No:					
Project	Name			RFP No.:		- -			
Deliv. Log Item#	Туре	Submittal Name	RFP Section Reference No	Date Received from Consultant	completed	Returned to	Submittal Comments	Deliverable review status (R, R/N, RES)	Notes



<u>CONSULTA</u>	CONSULTANT SCOPE CHANGE ORDER NO.:						
PROJECT DESCRIPTION: Issued by:		-	DATE: FILE NO.: BID OPP. NO.: PRI NO.: DISTRIBUTION:				
(Consultant)			City Department: F&A:				
Prepared by: (Consultant Project Manage	<u>—</u> ner)		Doc. Control:				
(Sonsanan Pojest Manag			Other:				
Description of Change:							
Reason for Change							
(Include additional pages if more space	e required)						
Estimate of Change: Discipline	e required) Manhours	Amount	Con	nments			
Estimate of Change:	Manhours	Amount		nments			
Discipline Direct Costs Total Direct Costs	Manhours			nments			
Discipline Direct Costs Total Dire	Manhours			nments			
Discipline Direct Costs Total Direct Costs	Manhours			nments			

Total Direct and Indirect Engineering Impact on Design Schedule Estimated Impact on Capital Cost Estimated Impact on Operations Cost	days	of Change: Scope recast
Details of Capex or Opex estimated	impact:	
Reviewed/Recommendation	Action Commen	ts
Project Manager Date	Do Not Proceed More Info Req'd Recommend Approva Other	
Scope Change Authorization: Winni	ipeg Sewage Treatment program	
	Comments:	
Project Director Date		
Manager Engineering Date		
Consultant Date		
Statement of Contract Original Assignment Value Sum of CSCO's to Date Value of this CSCO Current Assignment Value	Schedule Initial Assignment Completion Date Additional days required this CSCO Completion Date at last CSCO Assignment Completion Date this CS	 SCO

Consultant Submittal Review Log	
Project:	
Bid Opportunity:	
Consultant Deliverable Log Item #	
Submittal Document Name:	
Review Date	

by PM				by Reviewer		by Consultant
Review						
Item#	Page	Section or Ref Item	Name	Comment	Proposed Action	Reply Comment

Consultant Scope Change Order Log

Project File Nu	t Name ımber		_ _	Pro	oject Manag	ger			
PRI#	CSCO#	CSCO Description	CSCO Issue Date	CSCO Pricing Req'd by	CSCO Status	CSCO Amount	Capital Cost Impact	OPS Cost Impact	Comments

Winnipeg Sewage Treatment Program Integrated Management System



Risk Register

DOCUMENT NUMBER: PG-RM-TO-01

Rev	Prepared by	Reviewed by	Date	Approved by	Date

Project Risk Register - {insert project name}

Risk Registe	isk Register Template Version 4.5-nwa2												
	System							Program Information	n about the Ris	k Event			
Risk ID; Sequential ID	Last Reviewed Date	Status Change Date	Identification Date	Project	Phase	Task Group	Contract (Bid Op)	Operational or Capital	Facility	Process Area (optional)	Discipline (Optional)	Risk Type; Program or Project Level Risk	Category of Risk; Design, Construction, HR, Procurement etc
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Project Budget or Target Cost (\$,000) Insert \$ value

	Risk I	Event Identification							Risk Event A	Assessment		
Threat or Opportunity (T / O)	Due to (Cause Event)	this could occur (Result Event)	Resulting in (this Effect)	Threat / Opp Owner (per Agreement); CofW or Shared	Threat / Opp owner (Individual responsible)	Status (Identified / In Development / Defined / Closed)	k Magnitude of 1 Risk Event(1-5)	Likelihood (1-5)	Assessed Score C X L	Estimated Impact (\$,000) what is cost if risk occurred)	Financial Impact (% Target Cost)	Financial risk prior to Mitigation
Т	and do watering at SEWPCC	Bios lids decision report recommends no digestion or dewatering at SEWPCC	Revise project definition design work based on biosolids decision report	CoW		Identified	2	3	6	80	#VALUE!	36
0	Using a specialist contractor	We may increase productivity for producing O&M manuals	Reduce project delivery cost	Shared		In Development	5	1	5	60	#VALUE!	- 2
									0		#VALUE!	#N/A
									0		#VALUE!	#N/A
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WSTP IMS Document PG-RM-TO-01 Risk Register.xls Print 08/04/2014 1:26 PM

	Risk Response Assessment (based on an Implemented Risk Management Plan - future state)										
Risk Response Type (Avoidance, Transferance, Mitigation, Acceptance)	Risk Response Plan - Actions	Residual Magnitude occur (1-5)	Residual Likelihood (1- 5)	Assessed Residual Score	Cost of Mitigation (\$,000)	Adopted	Financial risk after mitigation	Trigger date (mandatory review date)	k 3		
Mitigate - Obtain early direction on biosolids strategy for SEWPCC before biosolids decision report is finalised		3	4	12	20						
Employ specialist contractor for O&Ms, tie in with specific deliverables from constructor and designers		2	3	6	20						
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		Risk Response Plan - Execution Log		Contingency Plan			
Date for each action	Mitigation Evaluation	Action Log Reference	Comments	k 4	Contingency plan	K 5	Risk Level Risk Level Before After Mitigation Mitigation
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						н	igh Med
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				Ħ		N	ot Assesse Not Assessed
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Assessment of the Magnitude of Opportunity

	Insignificant Savings	Minor Savings	Moderate Savings	Major Savings	Significant Savings
	1	2	3	4	5
Coct '	< 2% of Project Budget ²				> 20% of Project Budget ²
	Time savings	Time savings	Time savings	Time savings	Time savings
Time ²	<½ day	½ – 1 day	>1 day, < 1 week	>1 week, < 1 month	>1 month
Other ⁴					

Notes

- 1 Project Manager to replace with project specific values
- 2 Use Target Cost where the project is subject to a Target Cost
- 3 Replace with project specific values
- 4 To be defined by the Project Manager if required

Assessment of the Magnitude of Threat

	Negligible	Moderate	Substantial	Severe	Disastrous
Descriptor	Small effect on costs	Moderately effects costs	Considerably affects cost	Serious threat to the organization, public etc.	The impact is totally unacceptable to the organization
	1	2	3	4	5
Safety	Negligible – No injury, near miss	Minor – minor cuts, bruises, muscle strain	Serious – broken bones, muscle and ligament injuries	Serious / permanent injury / illness	Catastrophic – Single or Multiple fatalities
Financial Impact upto a maximun value (re-work / loss etc) 1	< 2% of Project Budget ²	< 5% of Project Budget ²	< 10% of Project Budget ²	< 15% of Project Budget ²	> 20% of Project Budget ²
Schedule impact on critical path	Not likely to impact dates	Likely to absorb float between planned dates and target dates	≤ 1 month	≤ 2 month	> 2 month
Environment	Negligible Environmental effect	Nuisance / minor but reversible Environmental harm	Moderate but short term Environmental harm	Localised, long term Environmental harm	Extensive long term Environmental harm
Regulatory	negligable, near miss	report required to regulatory body	Inspection by Manitoba Env safety officer etc	CEC review	Clean Environment Commission (CEC) Hearing

Image / Reputation	Single Public Enquiry	Multiple Public Enquiries and / or informal Councillor and / or MP Request	Political – Formal Council and / or MP Request / Moderate	Provincial Government, Major Political & Media Scrutiny / Major Public Impact	Federal Investigation
Moral	No Impact	Grumblings at wter	Moderate / Increasing Absenteeism	Loss of Statt / "Go	Catastrophic Negative / walk out
Legal	No Liability		Damages > \$10,000 < \$250,000	Damages >\$250,000 < \$1,000,000	Damages >\$1,000,000
Other ⁴					

- 1 Project Manager to replace with project specific values
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III. Assessing Liklihood/probability of Risk Occurrence

Descriptor	Rating	Frequency	Probability
Almost certain	5	Is expected to occur during projects of this type	> 95%
Likely	4	More likely as not, regularly occurs during projects of this type	60% < x < 95%
Moderate	3	As likely as not, might occur at sometime during a project of this type	30% < x < 60%
Unlikely	2	Could occur at some time during the project, rarely occurs on projects of this type	5% < x < 30%
Rare	1	Only occur in exceptional circumstances on projects of this type	< 5%

Note on the use of Specific Probability Data and Distributions:

The first step in assessing the likelihood / probability of a risk should always be to apply the project teams engineering judgement and experience, in most cases this approach is all that is required. Specific probability data is available from a variety of sources, however unless the assumptions underpinning such distributions and data hold, the results can be misleading and introduce greater risk. Such data should be checked carefully before it is used.

Total Severity	Category	Response
20-25	Critical	Expected cost to the project is unacceptably high. This risk must be eliminated or transferred before proceeding with the project. Attempt to avoid or transfer risk
10-20	Serious	Expected cost is high compared to total project cost. It probably is cost effective to eliminate or transfer this risk.
5-10	Important	Consider eliminating or transferring. If accept then manage proactively.
0-5	Acceptable	Accept and manage

PROJECT RECORD LOG

Project #:	
File#:	
Project Name	

PRI#	PRI Description	PRI Date	Contract	CCN#/	Magn. of	ACC#	ACC Value	Status	Class	Reason Comments
			No.	CSCO#	Cost					
1										
2										
3										
4										
5										
6										
7										
8										



Water and Waste Department • Service des eaux et des déchets

<u>REQUEST</u>	FOR INFORMATION NO:
то:	DATE: FILE NO.: BID OPP. NO.:
	PRI NO.:
PROJECT:	DISTRIBUTION:
	Owner: Contractor:
	CA:
ISSUED BY: REASON:	Other:
INSTRUCTIONS TO CONTRACTOR	₹:
 Fill in the information requested s section where applicable. Submit to Contract Administrator 	section referencing drawing number and specification for response.
Information Requested:	
Date Response Required:	
Response:	
Date Response Sent:	Response by:



TRAVEL AUTHORIZATION NO.:

Accomodation	PROJECT DESCRIPTION: CONSULTANT:		City [NO.: NO.: RIBUTION: Department: ractor			
Departure Date/Time Return Date/Time Duration of Stay (nights) Estimated Expenses Employee Names: Unit Price Units Total Airfare Accomodation	Purpose of Travel						
Departure Date/Time Return Date/Time Duration of Stay (nights) Estimated Expenses Employee Names: Unit Price Units Total Airfare Accomodation	Depart from Location		Travel to Destina	ation			
Employee Names: Airfare Accomodation No. of Unit Price Units Total						<u> </u>	
Employee Names: Airfare Accomodation Unit Price Units Total	Duration of Stay	_(nights)	Estimated Expe	enses			
Accomodation	Employee Names:			Unit Pric		Total	
		_					0
Car Rental		_					0
		_					0
		_					0
		_					0
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Project Manager Comments Authorization							
Project Manager Date:	Project Manager		Date:				