For detailed instructions on how to complete this document, click [ ¶ ] icon under Home tab to display Hidden Help text.

**Document Purpose:**

The Risk Event Identification Checklist is used to help identify risks events in a project.   
Refer to PMM, Section 5.9 Plan Risk Management.

The Risk Event Identification Checklist contains a list of items that may or may not be applicable to the project.   
It should serve as a way to initially populate the Risk Register Log with applicable risks; however ongoing reviews and updates to the Risk Register Log are required to continually monitor project risk

The Project Manager (PM) is responsible for identifying all risk and opportunities.

**NOTE**: This is not a finite inventory of risk events. The Checklist can be customized for any project; add or delete items as required.

**How to use the Risk Event Identification Check list:**

1. Assess each risk event in the checklist to determine if it is relevant to the project,
2. If the risk event is relevant, select the ‘Yes’ checkbox, and assess in the project’s Risk Register Log; if not, select the ‘No’ checkbox.
3. If a risk is in the Project Specific Risk category set, an example Force Majeure Event, isolate the specific risk in the comment section and explain further.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Detail** | | | | |
| Project Name: | Enter Project Name in full | | | |
| City Project Manager: The City Project Manager is the City of Winnipeg employee having delegated authority to deliver the project. | Enter Project Manager name | | Enter Title | Enter Department |
| Business Case Reference: Enter the file location of BC | | Enter Business Case Reference | | |
| City File No. Enter the City File Number assigned by the department for this project. | | Enter City File number | | |

| **Systemic Risks**  The risk is a product of the project “system”, culture, business strategy, process system complexity, technology, and so on. The ability to directly estimate these events is difficult. (For example, the cost of a complex design cannot be clearly quantified but identification that there is a risk is possible). Systemic risks tend to be “owner” risks; i.e., the owner is responsible for early definition, planning, technology, and decisions so these risks cannot be readily transferred... | | | |
| --- | --- | --- | --- |
| **Project Definition** | **Is this Risk Event Applicable to this Project?** | | |
| **Yes** | **No** | **Comments** |
| Geotechnical – site/soils issues or requirements |  |  |  |
| Pre-existing contamination (known/unknown) |  |  |  |
| Engineering and Design |  |  |  |
| Health, Safety, Security, Environmental |  |  |  |
| Planning and Schedule development |  |  |  |
| Land Acquisition and Expropriation issues |  |  |  |
| Site Access – in particular, access to land |  |  |  |
|  |  |  |  |

| **Design Complexity** | **Is this Risk Event Applicable to this Project?** | | |
| --- | --- | --- | --- |
| **Yes** | **No** | **Comments** |
| Technology |  |  |  |
| Process complexity |  |  |  |
| Material impurities |  |  |  |
| Project complexity |  |  |  |
| Third parties (railway, utilities) – dealing with entities that supersede the City in authority |  |  |  |
| Environmental issues/approvals – i.e. associated with Waterways and Department of Fisheries and Oceans |  |  |  |
| Additional cost due to maintaining traffic flow (all modes) during construction |  |  |  |
| Additional cost of construction schedule restrictions |  |  |  |
| Shutdown sensitivities |  |  |  |
| Integration with existing infrastructure/services |  |  |  |
|  |  |  |  |

| **Project Management and Estimating Process** | **Is this Risk Event Applicable to this Project?** | | |
| --- | --- | --- | --- |
| **Yes** | **No** | **Comments** |
| Estimate completeness (due to Scope definition) |  |  |  |
| Inadequate project management processes and procedures |  |  |  |
| Team experience / competency |  |  |  |
| Cost information available |  |  |  |
| Estimate bias these biases affect how we develop our estimates and how our estimates are received |  |  |  |
| Changes as result of public engagement |  |  |  |
| Delays and construction inflation impact |  |  |  |
| Funding / Approval delays |  |  |  |
| City resourcing risk |  |  |  |
| Political risk / approvals risk |  |  |  |
| Market capacity / localized construction inflation |  |  |  |
| Change in project delivery / P3 |  |  |  |
| P3 only – non-competition risk – certain projects too small to bring interest from out-of-Province |  |  |  |
| P3 only – latent defects – inability to transfer certain latent defects in brownfield/rehabilitation |  |  |  |
|  |  |  |  |

| **Project-Specific Risks**  Risk is specific to the project. The impacts of project specific risks are not highly predictable between projects within a system or within an industry. For example, rain may have much more impact on one project than another depending on the project characteristics and circumstances. | | | |
| --- | --- | --- | --- |
| **Risks** | **Is this Risk Event Applicable to this Project?** | | |
| **Yes** | **No** | **Comments** |
| Force Majeure Events:  *Market change; Economic and political instability; Changes in regulations; Labor strikes; Adverse weather; Natural calamities; Acts of God. Refer to GCs.* |  |  |  |
| Public Involvement:  *Citizen Interest; Public perception distorted by Media; Public exposure* |  |  |  |
| Political Visibility, and Regulatory Factors:  *Authorities with jurisdiction and vulnerability of political support; Regulatory institutions, government, and administration’s statutory requirements or clearances;*  *Changes in law, procedures, subsidies, policies and regulations, or project milestones; Delay of complex administrative approval procedures; Bureaucracy; Environmental political pressures; Political sensitivity and climate* |  |  |  |
| Environmental Factors:  *Unexpected additional environmental regulations; Environmental impact statement or assessment; Historical and artistic patrimony and archeological patrimony protection; Anthropological or biological interest (protection of endangered species, flora, and fauna); Hazardous waste, noise, contamination, emissions and asbestos* |  |  |  |
| Site subsurface conditions |  |  |  |
| Delivery delays |  |  |  |
| Constructability |  |  |  |
| Resource availability |  |  |  |
| Project Team issues |  |  |  |
| Quality issues (e.g. rework) |  |  |  |
| Design error |  |  |  |
| Site restrictions / site issues |  |  |  |
|  |  |  |  |