



## **RISK MANAGEMENT PLAN**

### **ERASMUS + PROJECT OMG**

#### **OPEN MINDED GENERATION - KA229-047897**

### **1. What is 'Risk Management'?**

Risk management is a systematic process of identifying and assessing risks and taking actions to protect a partnership against them. The purpose of Project Risk Management is to identify project risks and develop strategies to prevent them from occurring or minimize their impact to the project if they do occur.

Project risks exist because of uncertainty. There is always the possibility that something known or unknown could impact the achievement of project's goals. Risk management is about being prepared to handle these risks.

#### **1.1. Basics of Risk Management**

There are four basics of risk management that you can use to manage project's risks...

- Identify Risks
- Risk Assessment
- Risk Response Development
- Monitor and Control Risks

##### **1.1.1. Identify Risks**

The first step of risk management is to identify any risks that may impact the project. One should essentially answer the question, "What could go wrong?". It's important to encourage critical thinking when trying to identify risks.



There are several techniques that one can use to help identify risks...

- Brainstorming
- Interviewing
- Risk Profiles
- Historical Data
- Assumptions Analysis
- Work Breakdown Structure Analysis

It should be kept in mind that this is not a one-time activity. As the project progresses, new risks may evolve or become known while others may no longer be relevant.

### **1.1.2. Risk Assessment**

When one has a list of potential project risks, he needs to determine which risks need to be managed. Generally, those risks that would have the greatest impact to the project as well as those that are more likely to occur are the ones that should be focused on.

A basic risk assessment will analyze each risk event for the likelihood that the risk will occur and for the impact it will have if it occurs. This type of qualitative risk analysis information can be plotted on a Risk Assessment Matrix which incorporates the risk rating rules as defined in Project Risk Management Plan.

## **Risk Assessment Matrix**

### **1.1.3. Risk Response Development**

For each risk, there are four response strategies that one can choose from...

- Avoid
- Transfer
- Mitigate
- Accept



#### **1.1.3.1. Avoid**

In some cases, risk avoidance is possible by making a change to the project management plan. Some examples include extending or shortening the schedule, changing the project strategy, or reducing scope.

#### **1.1.3.2. Transfer**

Risk transfer involves passing the risk to a third party. This doesn't change or eliminate the risk, it simply gives another party the responsibility to manage the risk. Examples of risk transfer include insurance and guarantees.

#### **1.1.3.3. Mitigate**

Risk mitigation means to reduce the probability and/or impact of a risk event. Examples of risk mitigation include safety training and simplifying processes.

#### **1.1.3.4. Accept**

Risk acceptance is when the project team decides not to change the project management plan to deal with the risk or is unable to identify any other risk response strategies for a risk event. This strategy can be passive where the project team decides to just deal with the risk if it occurs. Or it can be active where the project team has a contingency reserve allocated and plan in place in case the risk occurs.

#### **1.1.4. Monitor and Control Risks**

Monitoring and controlling project risks involves implementing risk response strategies, tracking identified risks, monitoring triggering events, and identifying new risks. This should be done throughout the project.



## **2. Identifying Risks in Our Project –OMG - OPEN MINDED GENERATION**

Our project is a strategic partnership project in Erasmus+ program. Partner schools are :

- 1. 1st Epal of Drama, GREECE**
- 2. Specialised Secondary School of Natural Sciences and Maths "Acad. Prof. Dr Asen Zlatarov" - Botevgrad, BULGARIA**
- 3. Colegium National de Informatica Matei Basarab-Ramnicu Valcea, Romania**
- 4. Epralima-Escola Profissional Doalto Lima-Cooperativa de Interesse Publico e Responsabilidade Limitada-Arcos de Valvedez, PORTUGAL**
- 5. Cahit Zarifoglu Anadolu Imam Hatip Lisesi - Istanbul, TURKEY**

The partner schools have known each other at first TM in Turkey, through school presentations. This means partners know, in a way, weak and strong points of the schools that are involved as well as being familiar with possible risk in such partnership projects.

The first risk management strategy of this project was created during application process. On the application form, the risks were mentioned. GREECE was attained as the responsible school to prepare a detailed 'risk management plan'.

Partners are from different countries. Although the age group of students is similar, types of school and laws that they follow are different. It makes impossible to use a ready-made template for risk management process. With the aim of preparing a tailor made risk management plan which meets the needs of the partnership, our school started planning process with a storming session.

As a result of this brainstorming session, the dimensions of the plan were specified.

- Significance
- Likelihood
- Individuals ( students & teachers & authorities )
- National Agencies
- Budget
- Travel and Accommodation
- Safety



1. The coordinator should keep the record of documents created after activities, meetings, etc. in order to protect the flow of knowledge.
2. The coordinator should monitor the project plan in order to prevent any delay in activities and responsibilities.
3. The coordinator should inform the partners about its National Agency's notice or advice in order to keep up with new regulations on time.
4. The coordinator should make and monitor the distribution of tasks between partners.
5. The contact person of each partner should keep in contact with its NA and partners, and check official mail account regularly in order to get information on time and prevent delays.
6. The contact person of each partner should keep the record of the short-term joint staff training event, exchanges and dissemination activities in order to create a data bank for later use.
7. The contact person should inform the new person on duty about the project and share the project files if s/he has to quit the project.
8. The contact person should coordinate and monitor the activities organised at her/his own school in order to provide the achievement of goals.
9. The hosting partner should clearly inform the partners about the destination, safety and emergency rules, travel, food and accommodation before the short-term joint staff training event and mobilities in order to prevent any problem before and during the meeting.



10. The hosting partner should inform the partners about the activities that are going to be done during the meeting at least a month before in order to let them get ready.
11. The hosting partner should inform the partners about special rules or regulations of the hosting country in order to prevent official problems and delays.
12. The hosting partner should help the partners find the most suitable accommodation and transportation in order to save money and provide their security.
13. The hosting partner should help the participants with special needs or situations.
14. The contact person of the hosting partner should share the programme of the meeting as early as possible in order to help partners find cheaper plane tickets and plan their visit. The plan should be precise.
15. The contact person of the hosting partner should get the necessary documents ready before the meeting in order to save time and hold a successful meeting.
16. The partners should join the meeting adequately prepared in order to achieve the goals.
17. The partners should consult their own participant students before international meetings to prevent prejudices against forging cultures, food, etc.



18. The partners should share participant information forms before activities to create an interactive environment beforehand.
19. The partners should discuss the rights, responsibilities, safety rules, nature of multiculturalism with participants to prevent misbehavior and negative attitudes.
20. The partners should hold a meeting with parents before activities and get their official permission for travel.
21. The partners should apply for official permission (e.g. visa, travel permission from the ministry, special passport permission) on time.
22. The partners should learn beforehand if the participants need a special medication or conditions to prevent any inconvenience or emergency.
23. The number of the participants joined in local project activities should be increased and all possible ways of communication and tools for experience exchange should be used more in order to compensate the decrease in the number of participants after the end of project, for sustainability.
24. Documents such as tickets and invoices for project implementation should be kept for later use and reporting.
25. The attendance certificate of participants should be kept in project file to prove the mobilities to the NA and get the final fund.
26. Meeting date should be postponed or exchanged with another partner if there is a significant project planning problem.



27. The hosting partner should clearly inform the partners about security problems and provide enough information about precautions such as contact details, what to do list in case of an emergency, weather, safe travel and accommodation facilities.
28. Hosting partner should be given necessary information on time, in order to prepare a good hosting plan.
29. Pupils who get elected to participate in the exchanges will be prepared by psychological sessions where they will be able to discuss their fears, worries and expectations. In this way we will be prepared to handle any risks.
30. In every stage of the project the target group students will be at the center of our attention. They will be notified about project topic, objectives, results expected at the beginning of the project and they will be asked to sign up for a series of project-related activities that will be organized in our schools, based on their talents and interest.
31. Before every exchange, there will be a selection process and the students who will participate will be given training - cultural, pedagogical, linguistic, to ensure their full and active participation in the project activities in exchanges.
32. Both pupils and teachers will contribute to program's dissemination.
33. If some of the pupils have financial problems, we will support them in order to make the necessary arrangements for travelling.

**1st Epal / 1<sup>st</sup> Vocational school of Drama, Greece**