

# Workshop Outline



*“Your Project Management Knowledge Connection”*

## OVERVIEW

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 & given proper guidance, their full potential cannot be transformed into reality. This workshop describes a structured, proactive process for managing both the negative & positive impacts of risk. You will learn how to identify & assess project risks before they happen, & plan response strategies that mitigate potential problems. You will also learn proven techniques for capitalizing on opportunities & maximizing project success. The workshop is aligned to the Project Management Institutes (PMI®) standards.

## AUDIENCE

The workshop is intended for Project, Program and Portfolio Managers, Team Leaders and PMO Managers who manage projects in an organizational context, and any other manager who wants to improve project outcomes. The workshop is very hands-on, hence it is recommended to limit to a maximum of 16 participants.

## BENEFITS – FORESEE & REDUCE THE IMPACT OF RISKS

- 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 & 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 risks
- 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 arrive
- Increase your ability to deliver quality projects on time and within budget

## FORMAT

The hands-on format features interactive discussion, action-learning and team simulated exercises. You will be grouped into teams that will work together in “real-world” project environments. Each team will use the tools and techniques presented in the workshop, enabling you to experience the process of collaborative planning and see its effectiveness firsthand. 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 risk management skills back at work.

## TAKE-AWAYS

- Reference Manual
- Hand-Outs and Templates
- Certificate of Completion
- 14 PMI® Professional Development Units (PDUs)
- Website & Book References

## COURSE CONTENT

### Introduction

- Workshop Guidelines
- Introductions
- Workshop Objectives, Format & Agenda

### Risk Management Framework

- Concepts and Definitions
- Risk Management Maturity Model
- Elements of Risk and Key Risk Factors
- Positive and Negative Risks

### Risks Management Planning

- Define Approach, Tools and Data Sources - Creating the 'Risk Rulebook'
- Risk Management & Project Risk Sizing
- Key Risk Management Tools

### Identifying Risks

- Sources of Risks
- Testing Project Assumptions and Constraints
- Multiple Combined Uncertainties
- Documenting Risk Characteristics
- Risk Identification Tools
- Risk Registers

### Assessing Risks

- Qualitative and Quantitative Analyses
- Prioritizing Risks
- Probability of Occurrence
- Probability of Consequences
- Risk Assessment Tools

### Planning Risk Responses

- Assessing Risk Tolerances
- Determining What actions to Take and Assigning Responsibility
- Different Types of Response Plans – Realistic Contingency Planning
- Risk Control Tools

### Workshop Conclusion

- Avoiding Mistakes of the Past - Tips to Remember



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LEARNING CENTRE

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