

Drupal Migration Risk Response Register

Risk Event	30-60-90	Impact Description	People Risk	Process Risk	Technology Risk	Confidence Level (detail w/risk)	Probability	Impact	Risk Matrix	Response Strategy	Response Actions	Owner
Turn over (attrition) in Development team as a result of new opportunity.	Longterm	Attrition in Development Team will negatively impact timeline; gaps in resources to complete project	H	M	L	M	M	H	Probability H M X L L M H Impact	Mitigate	Proactively monitor morale of critical players. Add resources (from other areas on campus). Add resources (hire additional staff). Add resources (acquire contractors for duration of project).	Vice Chancellor, Communications and Marketing
Staff vacations, breaks, holidays, time off affecting productivity.	Longterm	With a small team, any absence can cause a delay in progress, affect timeline.	H	M	L	H	H	H	Probability H X M L L M H Impact	Mitigate	Schedule review to ensure coverage during peak times or critical path activities. Add resources (contractors) to cover downtime periods.	Vice Chancellor, Communications and Marketing
Drupal skillset expertise and resource availability within MarComm team.	Longterm	Direct impact to scope and timeline; may indirectly impact campus-wide and Executive Sponsor goals.	H	M	L	M	M	H	Probability H M X L L M H Impact	Mitigate	Continue to evaluate staff, vendor consultants skillsets and ability to keep up with new complex requirements and course correct as needed; redirect internal resources.	Project Director
Development team is being asked to do more (cover current OU updates), learn more, and meet migration project deadlines all at once	Longterm	If team members are not able to drive to all tasks placed on them, the overall project completion goal may be negatively impacted	H	M	L	H	L	M	Probability H M L X L M H Impact	Mitigate	Monitor day-to-day requests to allow for time to focus on Drupal project. Limit mandatory meetings to allow for focused work time. Commit current resources (Associate and Student Workers) to cover OU updates to enable <u>Developers to focus on Drupal migration</u>	Web Developers
Campus competing priorities across and within initiatives.	Longterm	Depending on the direction in which campus is asked to prioritize, the project goals may be negatively impacted.	M	H	M	M	M	M	Probability H M X L L M H Impact	Mitigate	Maintain rigorous Communication Plan to keep stakeholders in loop on progress. Plan for pipeline and communicate pipeline so stakeholders are aware of priorities.	Vice Chancellor, Communications and Marketing
Lack of campus-wide readiness (stakeholders, editors, IT, vendor)	Longterm	Lack of enterprise-wide readiness will impair project team's ability to drive go-live results. Attendance at meetings, completion of test plans, opportunities to provide timely feedback.	M	L	L	H	L	H	Probability H M L X L M H Impact	Mitigate	Ensure project plan is comprehensive. Maintain rigorous Communication Plan to keep stakeholders in loop. Track to plan and hold each unit accountable. Project Director and Core Team to continuously follow-up with groups on agreed to deadlines.	Vice Chancellor, Marketing and Communications
Potential lack of testers identified to support a comprehensive beta testing plan that could lead to <u>reduced O&A testing</u>	Longterm	Lack of campus testers and comprehensive testing plan to drive readiness and confidence among constituents.	M	H	H	M	H	M	Probability H X M L L M H Impact	Mitigate	Immediately adopt and deploy a beta plan that ensures an adequate number of editors/campus users.	Project Director
Cost of professional services viewed as too high.	90	Cost associated with external vendors/consultants may be viewed negatively by stakeholders.	L	M	L	M	L	H	Probability H M L X L M H Impact	Mitigate	Using external resources would speed up timeline, provide support for small team, and keep project on track for time and scope. Soliciting CampusIT developers who may be able to contribute time/expertise to project.	Vice Chancellor, Communications and Marketing

Drupal Migration Risk Response Register

Risk Event	30-60-90	Impact Description	People Risk	Process Risk	Technology Risk	Confidence Level (detail w/risk)	Probability	Impact	Risk Matrix	Response Strategy	Response Actions	Owner																						
Migration environment setup/installation is complex (new to UTC Infrastructure Team) enough to create a barrier to timely completion	30	Infrastructure team's ability to accomplish technical tasks may have a negative effect on timeline or cost.	M	L	H	H	H	H	<table border="1"> <tr> <td rowspan="4" style="writing-mode: vertical-rl; transform: rotate(180deg);">Probability</td> <td>H</td> <td></td> <td></td> <td>X</td> </tr> <tr> <td>M</td> <td></td> <td></td> <td></td> </tr> <tr> <td>L</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4" style="text-align: center;">Impact</td> </tr> <tr> <td></td> <td>L</td> <td>M</td> <td>H</td> <td></td> </tr> </table>	Probability	H			X	M				L				Impact					L	M	H		Mitigate	Reviewing vendor project approach. Continuously refine and automate most critical pain points. Negotiate time away from current roles to accomplish project technical tasks.	Vice Chancellor, Communications and Marketing
Probability	H			X																														
	M																																	
	L																																	
	Impact																																	
	L	M	H																															
Part-time leadership of Project Director.	90	Release time of 25 percent for project duration may affect other duties. This percent will be highest during start-up phase and lessen as project continues.	M	H	L	H	H	L	<table border="1"> <tr> <td rowspan="4" style="writing-mode: vertical-rl; transform: rotate(180deg);">Probability</td> <td>H</td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>M</td> <td></td> <td></td> <td></td> </tr> <tr> <td>L</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4" style="text-align: center;">Impact</td> </tr> <tr> <td></td> <td>L</td> <td>M</td> <td>H</td> <td></td> </tr> </table>	Probability	H	X			M				L				Impact					L	M	H		Mitigate	Monitor time for role and escalate if time allotment adjustment is needed.	Vice Chancellor, Communications and Marketing and CIO
Probability	H	X																																
	M																																	
	L																																	
	Impact																																	
	L	M	H																															