

Erasmus+ and ESK Risk Management and Mitigation

Sample action plan

| | | | | |
|---|--|--|--------------------------------------|---------------------------------------|
| Risk No. and Name | 1 | Technological changes that could jeopardise the existing project / the implementation of the activity / the achievement of objectives .. | | |
| Risk officer | Hans Mustermann, Head of technology department | | | |
| Risk category | <input type="checkbox"/> External | <input type="checkbox"/> Strategic | <input type="checkbox"/> Operational | <input type="checkbox"/> Financial |
| Risk description | Various technologies have come onto the market that have an impact on the project objectives / results / activities and could jeopardise the achievement of objectives. "concrete naming of impact + change on the project" | | | |
| Risk drivers / Risk causes | <ul style="list-style-type: none"> • Delay in the development of planned results • Missing: Market assessment or ongoing market observation • Incorrect strategy in determining target achievement | | | |
| Risk strategy | <input type="checkbox"/> Accepting | <input type="checkbox"/> Reducing | <input type="checkbox"/> Avoiding | <input type="checkbox"/> Transferring |
| | <ul style="list-style-type: none"> • Aggressive adaptation of strategies and measures to develop a high-performance result • Alternative development of substitution results and the development of new / additional opportunities | | | |
| Existing measures | <ul style="list-style-type: none"> • Purchase of additional expertise (integration of external service providers) • Hiring new employees to supplement | | | |
| | | | | |
| Measure | Person responsible | Milestone | Date | Status |
| 1. Develop new prototype | Hans Muster | Prototype 1 Prototype 2 | 30.9.20XX 31.12.20XX | Open Open |
| 2. Acquisition of external service provider | Fritz Muster | Acquisition offer | 30.6.20XX | started |
| 3. Recruiting of two new employees | Anna Muster | Employment 1 Employment 2 | 30.6.20XX 31.7.20XX | Completed Completed |

Action plan

(Please complete the table separately for each individual risk! Please copy this template.)

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|----------------------------------|-----------------------------------|------------------------------------|--------------------------------------|------------------------------------|
| Risk No. and Name | | | | |
| Risk owner | | | | |
| Risk categorie | <input type="checkbox"/> External | <input type="checkbox"/> Strategic | <input type="checkbox"/> Operational | <input type="checkbox"/> Financial |
| Risk description | | | | |
| Risk driver / Risk causes | • | | | |
| Risk strategy | <input type="checkbox"/> Accept | <input type="checkbox"/> Reduce | <input type="checkbox"/> Avoid | <input type="checkbox"/> Transfer |
| | • | | | |
| Existing Measures | • | | | |
| | | | | |
| Measure | Responsible | Milestone | Date | Status |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
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| | • | | | |
| Existing Measures | • | | | |
| | | | | |
| Measure | Responsible | Milestone | Date | Status |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| | | | | |

Risk matrix

1. Draw your identified risks in the risk matrix and categorise them according to the "risk impact" and "Frequency/Probability".
2. Use the coloured background or the highlighted quadrant to check whether you have selected the recommended strategy for mitigating the risk in your action plan using the coloured background or the quadrant on the background.

