

## STEPS, QUESTIONS & FORMAT



2.2: POTENTIAL PROBLEMS	P	S	3.1: LIKELY REASONS	P	3.2: AVOIDING ACTIONS	E	3.3CONTINGENT ACTIONS	E	4: ACTION PLAN
<p>What could go <u>wrong</u> in each risk area for each stakeholder? or</p> <p>What is the <u>ultimate effect</u> you are worried about?</p> <p>What is the <u>probability</u> of this potential problem occurring? →</p> <p>What is the <u>seriousness</u> if the potential problem does occur? →</p>			<p>What are the likely reasons for this <u>potential problem</u>? or</p> <p>Why do you say this <u>potential problem</u> could occur?</p> <p>What is the probability of this reason being the cause of the <u>potential problem</u>? →</p>		<p>What action can you take to reduce the probability of the <u>reason</u> causing the <u>potential problem</u>? or</p> <p>What action can you take to deal with each <u>reason</u> effectively? or</p> <p>Ultimately, how can you eliminate the <u>reason</u>?</p> <p>How <u>effective</u> is the action suggested? →</p>		<p>What actions could you take to deal with the effects of the <u>potential problem</u> if it does occur? or</p> <p>What actions will reduce the seriousness of the <u>potential problem</u>?</p> <p>How <u>effective</u> is the action suggested? →</p>		<p>Which <u>avoiding and contingent actions</u> are viable and will improve the chances of success in the plan?</p> <p>Who is best qualified?</p> <p>What is a realistic deadline?</p>