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Kick-off meeting

THE RISK MANAGEMENT PLAN OF PROJECT DIMPS

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Introduction

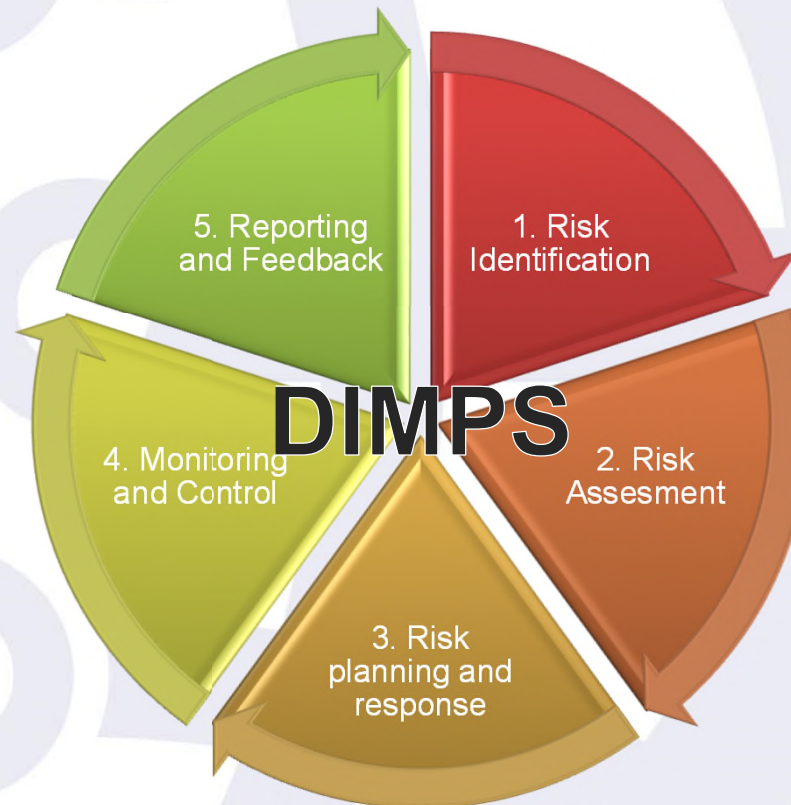
The Risk Management Plan describes a methodology for helping the project participants deal with potential problematic situations related to the implementation of the activities or the management of the project.

The purpose of the DIMPS Risk Management plan is to provide an analysis on the project activities and to present any possible difficulties, which may occur, with the aim of ensuring a smooth and successful implementation of the project, so that it can achieve its objectives and deliver the planned intellectual outputs. Therefore, the plan provides an approach to identify and evaluate the risk of the occurrence of adverse situations, which can negatively affect the outcomes of the DIMPS project, and proposes adequate measures to address the issues during the implementation of the project.

Initial draft (v.01) of the Risk Management plan was developed by the team from the University of Ruse and was distributed to the partners prior the Kick-off meeting.

Risk Management mechanism

The mechanism used for the establishment of the Risk Management plan includes the phases for Risk Identification, Risk Assessment, Response planning, Monitoring and Control of the Risk and Reporting and Feedback.



Risk identification

The following are considered as tools and techniques for risk identification:

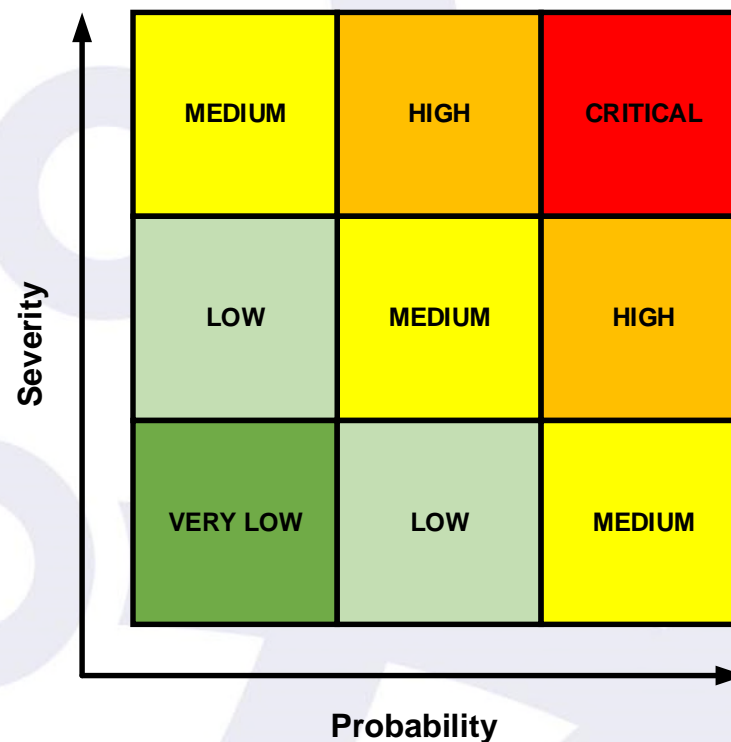
- Analysis of the status for the intellectual outputs and the progress indicators according to the workplans for the project expert groups
- Analysis of the Activity plan and any potential delays
- Analysis of the Quality plan, the quality indicators and the related activities
- Analysis of the Project Dissemination plan
- Analysis of the Project Management plan and any deviations

Regular communications between the members of the project management bodies, namely the PMU, the PSC and the QAMC, will ensure the anticipation of the risks throughout the project implementation period.

It is the responsibility of each consortium member to inform the management bodies about newly identified risks.

Risk assessment

In DIMPS, the PMU and the PSC will estimate the probability for the occurrence of each identified risk and the impact of these risks on the project. This will be accomplished using a risk exposure matrix and evaluation mechanism with five grades – Very Low, Low, Medium, High and Critical. The risk exposure matrix presented below will be used for the estimation of the risk levels.





Identified risks for the DIMPS project

Identified Risks for Project DIMPS			
Risk	Description of Risk	Risk Owner	Proposed Risk mitigation measures
R1	Lack of overall coordination Probability - Low; Severity – High;	The Project management bodies, specifically the PMU	Effective project coordination is ensured by the PMU, which is expected to follow the Project Activity plan and the Project Management Plan. In case of unforeseen events, the PMU team members are to implement means for risk mitigation or to address the project consortium, so that a solution can be presented.
R2	Ineffective overall management Probability - Low; Severity – High;	The Project management bodies, specifically the PMU	Effective management is ensured by the appointment of experts as PMU staff and by provisioning of resources for the management tasks. In case of staff changes or understaffing, the PMU staff should be revised and modified accordingly.
R3	Consortium disruption Probability - Low; Severity – High;	All partners, PSC, PMU	All partners have experience with international projects. All partners are motivated to reach the planned project objectives. Any partner(s) not adhering to this common interest, for other reason than force majeure, are to be excluded from the project consortium and if possible, to be substituted.
R4	Partner failure Probability - Low; Severity – High;	All partners, PSC, PMU	Chances of sudden partner failure are considered minimal, but in the case of such event, the consortium will redistribute tasks over the remainder of the partnership or if possible, will substitute the partner.



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R5	<p>Conflicts in the Project consortium</p> <p><i>Probability - Low;</i></p> <p><i>Severity – Medium;</i></p>	All partners, PSC, PMU, QAMC	<p>All partners will sign the Partnership Agreement (PA) and will work under the regulations defined in it. The PMU will monitor for the timely execution of all activities according to this agreement and will report to the PSC if any deviations are detected. The PSC will execute measures for compensation of the deviations or will solve any disagreement between the partners. The PMU will maintain record of all relevant correspondence among partners to aid the PSC in resolving any conflicts. All partners are expected to solve any emergent problems in a collegial spirit. If this is impossible the national legislation regulations will be applied as defined in the PA.</p>
R6	<p>Delays in the preparation and submission of the deliverables</p> <p><i>Probability - Medium;</i></p> <p><i>Severity – High;</i></p>	Expert Groups 1 and 2, QAMC, PSC	<p>The PMU and QAMC will provide the tools that are necessary for the effective monitoring of the project progress. These tools include the Activity plan, the Quality plan, the reporting templates, the organization of the events, etc. Any delays in the preparation of the Intellectual Outputs or in the remaining deliverables are to be reported to the PMU, to the QAMC and to the PSC, by the responsible Expert Group, as soon as they are detected. Mitigating actions will be discussed between the PSC and the responsible Expert Groups, so that the project timetable can be respected or if possible adjusted. The PMU and the PSC are responsible for the timely appointment of the Expert Group members and the avoidance of any delays with the deliverables. The COVID-19 situation can significantly delay the development of the deliverables, if national lockdowns and restrictions are put into action for the partner countries. If this is the case, the partners are to continue with the work on the deliverables in a remote fashion, if this is possible. Additional option if this case will be the extension of the project implementation period, without any budget modifications.</p>



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R7	Coordination problems between the individual Expert Groups <i>Probability - Medium;</i> <i>Severity – Low;</i>	Expert Groups 1 and 2, PSC	The expert groups will involve representatives from all project partners. They will collaborate to achieve the designated tasks in a timely manner and according to the Action plan. The PSC will monitor the progress and will flag problems in a timely manner to enable harmonious mitigation. In case of failure to deliver the foreseen intellectual outputs, all tasks will be redistributed over the partners to ensure delivery in the shortest time possible.
R8	Ineffective collaboration and disagreements between the Expert Groups <i>Probability - Medium;</i> <i>Severity – Medium;</i>	Expert Groups 1 and 2, PSC, QAMC	<p>The work of the individual expert groups is closely related, so in case of ineffective collaboration or in case of disagreements between the experts, the delivery of the inputs can be delayed or endangered. The Expert Groups are to report this to the PSC and they should negotiate a compromise or find a solution for the prompt resolution of the issues. The risk factor here is to be solved firstly within the expert group, then between the expert groups and if no suitable solution is found the final decision is to be made by the PSC.</p> <p>The QAMC will also be involved, so that the solution meets the quality standarts.</p>
R9	Unavailability to deliver the special quality-related results <i>Probability - Low;</i> <i>Severity – High;</i>	All partners, PSC, PMU, QAMC	The project needs to deliver specific quality-related results, like number of website visits, number of participants in the project events, etc. While these deliverables are not of essential significance for the overall project results, they are vital for the adequate quality assessment and evaluation of the outputs. The partners need to focus on meeting these results by inviting interested parties, students and companies, as well as in participation in different events. The COVID-19 pandemic might significantly reflect on the delivery of the quality-related results by making the participation and organization of live events impossible. In these cases, the organization and participation in online events is to be implemented by all project partners.



Identified risks for the DIMPS project

Identified Risks for Project DIMPS			
Risk	Description of Risk	Risk Owner	Proposed Risk mitigation measures
R10	Unavailability to conduct the planned pilot internship activities <i>Probability - Low;</i> <i>Severity – High;</i>	All partners	Each project partner has the obligation to select 3 students as test subjects for the Virtual Internship platform in their own institutions and to provide two additional students to test the platform in an exchange basis. The unavailability to select students for the virtual internships is a risk for all partners. If this is the case, the partners need to properly advertise the platform to the students and involve them in the pilot implementation of the activities. If possible, other partners can step in and provide additional students at the place of the partners that are unable to select and involve the needed test subjects for the platform. The same thing is valid for the industrial parties, which are to provide the internships.
R11	Irregular update of the project webpage and dissemination media <i>Probability - Medium;</i> <i>Severity – Low;</i>	All partners, PSC, PMU, QAMC	The visibility of the project is important part of the project lifetime and its sustainability. While the irregular update of the project webpage is not that vital for the project outcomes and outputs, it is important for the publicity of the project and all partners need to invest in the timely update of all dissemination materials and resources. The PMU, the PSC and the QAMC are also required to monitor and if needed to request from the partners to update the dissemination media and the project webpage.

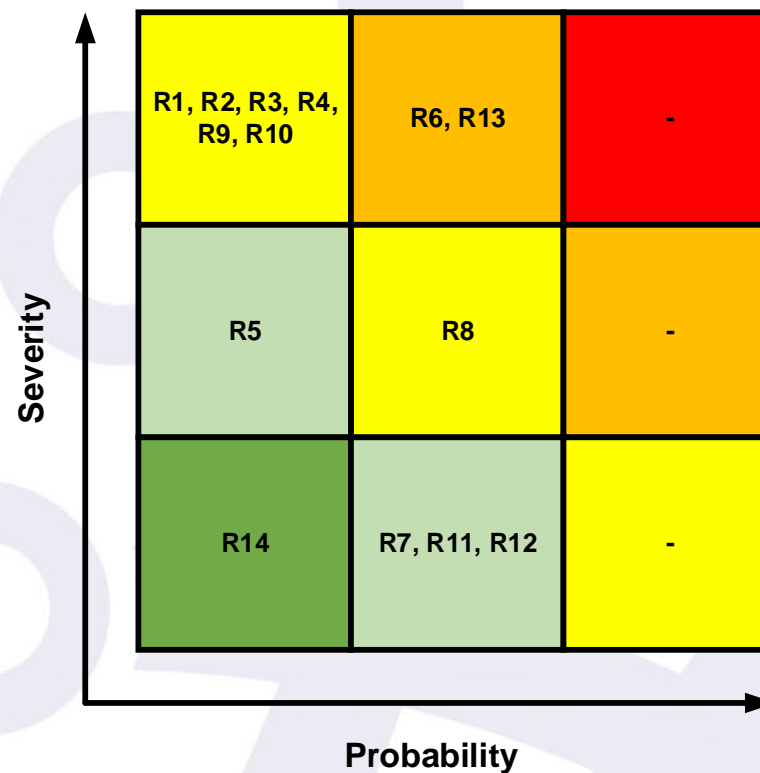


Unforeseen Risks for Project DIMPS

Unforeseen Risks for Project DIMPS			
Risk	Description of Risk	Risk Owner	Proposed Risk mitigation measures
R12	Unavailability to conduct the planned project events in person <i>Probability - Medium;</i> <i>Severity – Low;</i>	All partners, PSC, PMU, QAMC	The project consortium is planned to meet at three in-person meetings during the project lifetime. Nevertheless, the COVID-19 pandemic can force some or all of the partners to remain at their own countries, as the quarantine restrictions can be reintroduced at the borders or the countries might require medical documents for PCR tests or immunisation. If these are the cases for the three events, the PMU can organize the meeting as hybrid events or as entirely online events. Reasonable rescheduling of the events is also possible and should be considered as viable option.
R13	Low quality of the deliverables <i>Probability - Medium;</i> <i>Severity – High;</i>	All partners, PSC, PMU, QAMC	The quality of the deliverables is very important for the project, so any issues in this matter are going to have high severity. Nevertheless, the Quality plan, the Action plan and the dedication of the partners, the PMU, PSC and QAMC members is a guarantee for the timely identification of potential issues and the introduction of the necessary mitigation measures.
R14	Periodical or incidental understaffing <i>Probability - Low;</i> <i>Severity – Low;</i>	All partners, PSC, PMU, QAMC	The COVID-19 pandemic can cause periodical or incidental understaffing in one or more of the project partners. If this is the case, the tasks are to be distributed between the partners or substitutes are to be elected.

The Risk exposure matrix of Project DIMPS

Based on the Risk management mechanism adopted for the needs of the DIMPS project and by having in mind the identified risks, the following Risk Exposure matrix can be derived for the DIMPS project.



Conclusions

The Risk Management plan defines the responsibilities towards the risks within the project consortium. In addition, it presents the anticipated risks that the project could be confronted to and proposes the corresponding avoidance and mitigation measures. The risk exposure level was determined for each identified risk and no critical risks were identified at this point of time.

The Risk Management Plan is to be revised and constantly updated by all partners by providing proper information and feedback to the project management bodies



Thank you for your attention!

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