

DON'T PANIC!

Applying 10 Risk Management Principles
to Technical Communications

Olly Kirillova

olyavertwist@gmail.com

EVAQUATI ON PLAN



1. Knowing what constitutes a risk

- What is a risk?
- What is an expected result?
- Expected result VS risk

Risks are not necessary something bad!

2. Identifying risk types

- Human resources risks
- Environmental risks
- Industry & technology risks
- Assets risks
- Project-specific risks

3. Writing the risks down



4. Evaluating risk severity

- Do the risks affect your project in the same way?
- What is a risk severity?

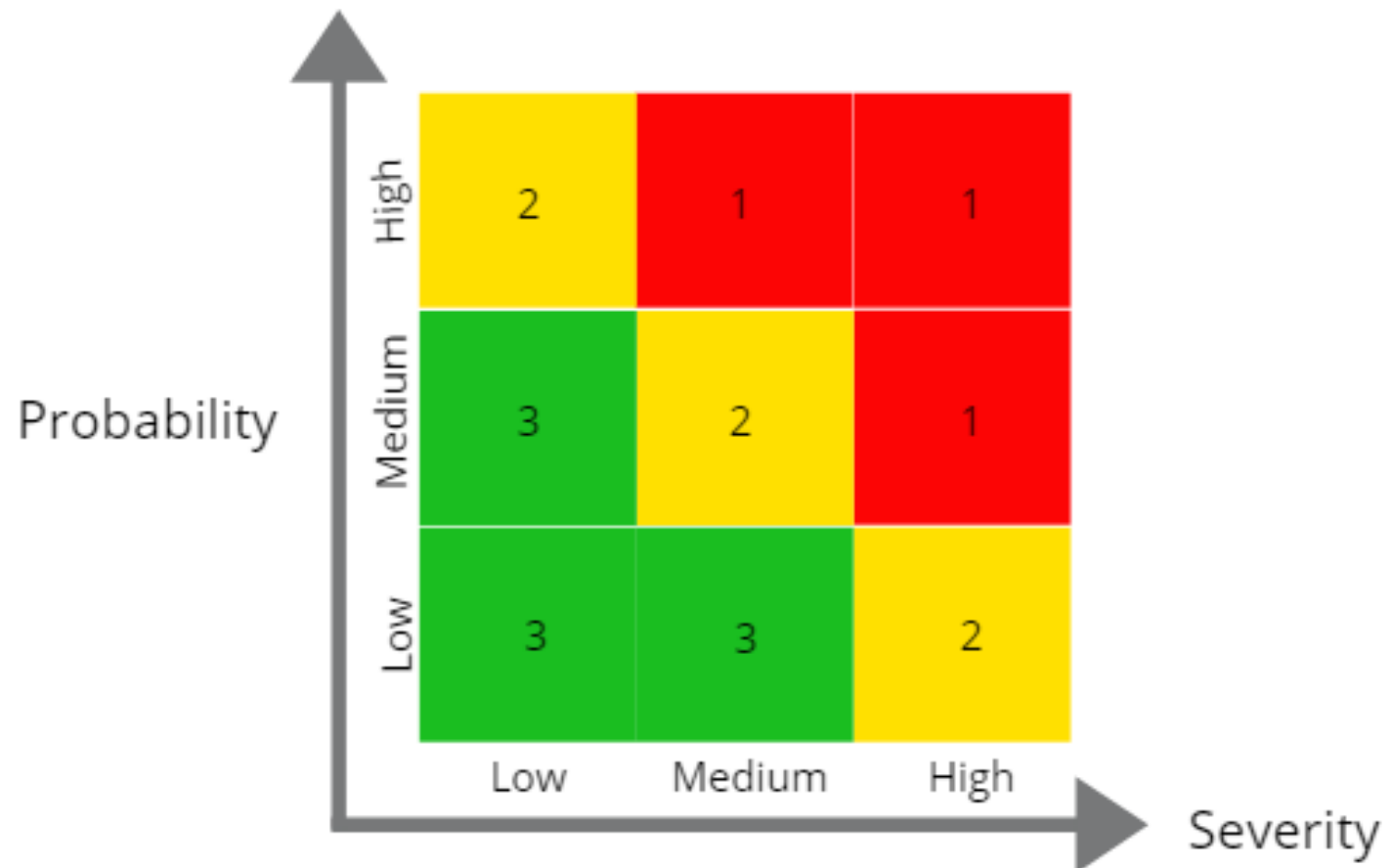
Risk severity levels:

- Low
- Medium
- High

5. Evaluating risk probability



6. Prioritizing risks



7. Creating a risk management plan

- **Green** — tolerate & keep an eye on
- **Yellow** — monitor & have a general plan
- **Red** — **ACT!**

DON'T PANIC!

1. Prevent and reduce
2. Watch closely
3. Have a step-by-step plan

8. Identifying the warning signs

Your friends are:

1. Check-ups
2. Catch-up meetings
3. Metrics
4. Milestones
5. Due dates



9. Delegating



Risk management spreadsheet

Risk	Sev	Pr.	Warning signs & monitoring	Plan	Assignees
Running out pages reserved for you by the Design team.	med	high	Milestone 1: Two articles are ready: <ul style="list-style-type: none"> - First two articles occupy more than 35% of pages available to you. Milestone 2: Four articles are ready: <ul style="list-style-type: none"> - Four articles all together occupy 80% of pages 	<ol style="list-style-type: none"> 1. Contact the Design team — can we get more pages? 2. Plan other articles to be smaller, review. 3. Edit current articles. 	Olly K.
License expiration	med	med	<ul style="list-style-type: none"> - No questions from IT department one month before the expiration date. - No news two weeks before the expiration date. 	<ol style="list-style-type: none"> 1. Remind. 2. Contact Delivery Manager about possible downtime. 3. Create “just in case” documentation the day before the license expires. 	<ul style="list-style-type: none"> - Olly K. – reminder - Admin John – license

10. Revising the plan

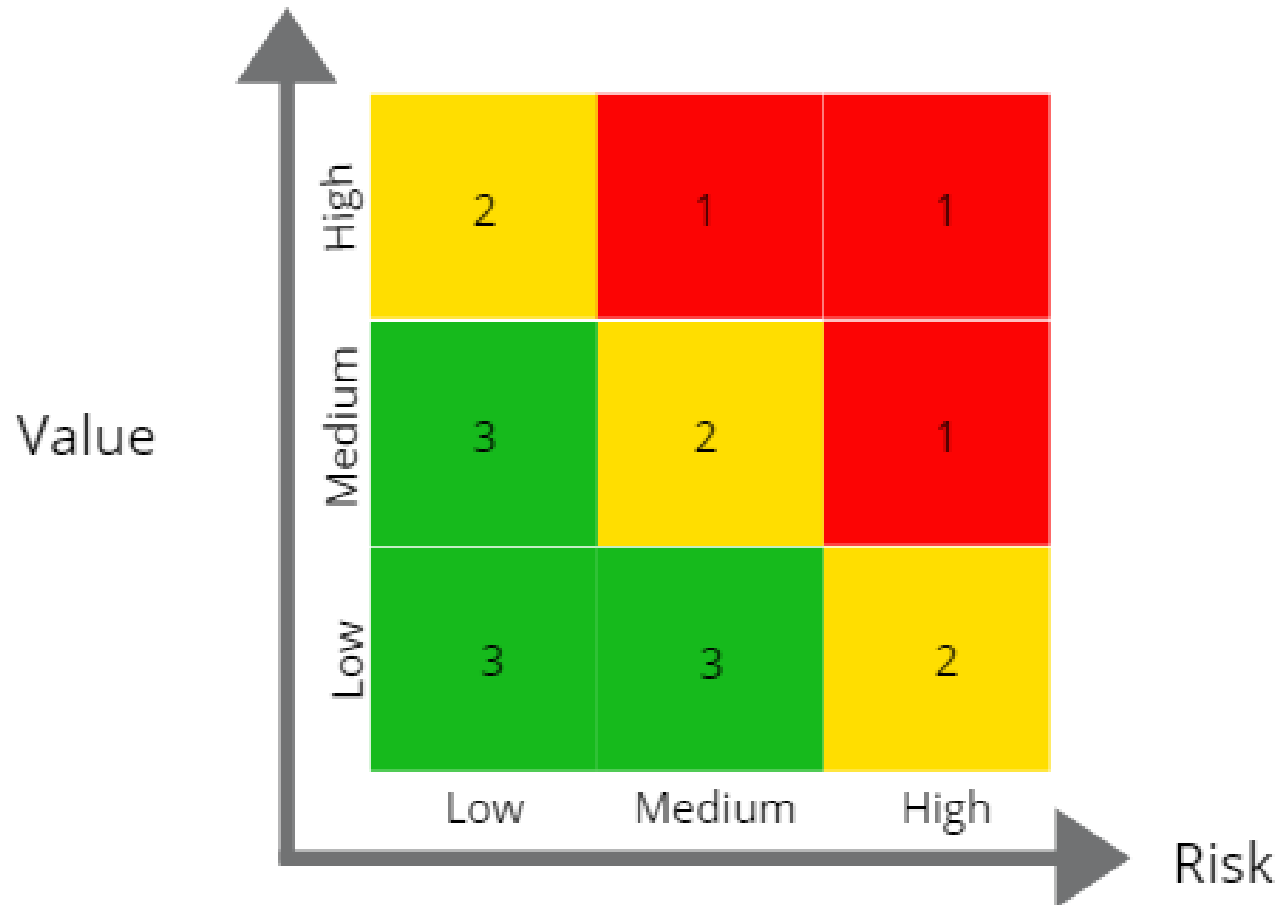


The project evolves and so do the risks

Recap!



Features as risks



DON'T
PANIC!

You have a plan! 😊