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ESEC Risk Management Plan

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Summary

This document will present the Risk Management strategy defined for the ESEC project



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1. Premise

The Risk Management Plan aims at providing a general description of what is needed before risk management can begin and how to face risks during the project development.

In particular, it describes:

- which approach is used to identify risks before and during the project
- which risks are identified as more probably for each IO
- which are the possible solutions
- which is the strategy for monitoring risks during the project lifetime.

The Risk Management Plan aims at establishing the framework that partners will use to identify risks and develop strategies to mitigate or avoid them.

2. Risk Management approach

The overall risk management will be undertaken through the cooperation of all partners.

The Risk Management will be based on a collaborative approach as declared in the Project proposal.

According to this approach, the maximum of cooperation among partners has required to guarantee a coherent methodology along all the project development.

a. The Risk Management Plan construction

- During the kick-off meeting, partners will define the Risk Management Plan identifying the specific risks related to the project deliverables. Partners will propose their solution strategies.
- After the kick-off meeting, the Project Coordinator will prepare the official version of the Risk Management Plan.

3. Risk identification and risk response strategies

This section explains the process by which risks will be identified. Moreover, it describes some risk response strategies.

Each partner will indicate the possible project risks.



Here following, a This section explains the process by which risks will be identified. Moreover, it describes some risk response strategies.

Each partner will indicate the possible project risks. preliminary list of risks related to the management activity has been defined:

MANAGEMENT

ITEM	RISK IDENTIFIED	PROBLEM SOLVING STRATEGIES	DUE BEFORE	RESPONSIBLE	PARTNERS INVOLVED
1. Administrative documentation required	1.1. Delay in the presentation of the documentation	Coordinating contents and timing	During all the project lifetime	JKPU	All partners
2. Agenda setting	2.1 Not respect of the deadlines	Monitoring the activities	During all the project lifetime	JKPU	All partners
3. Timesheet	3.1 To build a format not useful for all the partners	Establishing common criteria	Every 6 months	JKPU	All partners
4. Coordinating the organization of the meetings	4.1 Not complete arrangement of all the necessary aspects	Preparing the list of participants, certificates, and dissemination material	Before the meeting realization	JKPU	All meeting hosts
5. Meeting realization	5.1 Not fruitful use of the meeting	Preparing the meeting agenda, in agreement with the host partner	Before the meeting realization	JKPU	All meeting hosts



6. Interim report	6.1 Delay in the writing of the necessary documentation	Collecting documents and summarizing the results achieved		JKPU	All partners
7. Final report	7.1 Delay in the writing of the necessary documentation	Controlling project activities through continuous feedback with partners		JKPU	All partners
	7.2 Not enough information provided according to the National Agency	Establishing a common format and reference for reporting		JKPU	All partners