

Risk Register

APPENDIX A

ID	Date raised	Risk description	Likelihood of the risk occurring	Impact if the risk occurs	Severity <i>Rating based on impact & likelihood.</i>	Owner <i>Person who will manage the risk.</i>	Mitigating action <i>Actions to mitigate the risk e.g. reduce the likelihood.</i>	Contingent action <i>Action to be taken if the risk happens.</i>	Progress on actions	Status	Useful resources
1	24/11/2023	Policies created to manage the web proxy in the previous product cannot be migrated to a new provider, should the incumbent be unsuccessful in the tendering process.	Medium	Medium	Medium	IT Services and Supplier	Work with the new supplier to organise and rewrite existing policies to an equivalent in the new system.	-			
2	24/11/2023	Issues with application access and function when transitioning to a new provider, should the incumbent be unsuccessful during tendering.	Medium	Medium	Medium	IT Services and Supplier	Applications will be identified, users will be notified, and IT Services will liaise with the new provider and software supplier to remedy any issues that arise. Identification of these applications is difficult prior to transition to a new supplier. Best efforts will be made to resolve these issues with minimal disruption to staff members.	Communication with the third party and the new supplier to reach a resolution with their expertise.			
3	24/11/2023	IT Services require time and training to achieve the same level of competency in the new product as the incumbent, should the incumbent be unsuccessful.	Medium	Low	Low	IT Services and Supplier	Training will be requested as part of the specification and requirements evaluation process, this will be organised with the new provider and the relevant IT Services personnel will be made available for any training.	Early life support of the product will form part of the tender and a new supplier will be expected to aid in knowledge gaps.			
4	24/11/2023	Downtime throughout transition to a new product, if applicable.	Medium	Low	Low	IT Services and Supplier	IT Services will work with the organisation to ensure any downtime is communicated to the business. IT Services will endeavour to ensure downtime is to a minimum and if possible, outside of core business hours.	-			
5	24/11/2023	Failure to procure a new Internet Proxy and VPN.	Low	Low	Low	IT Services	Ensure all procurement procedures are carried out in a timely fashion and to the demonstrated plan.	Emergency extension to current contract to facilitate additional procurement time.			