2   Establish the context

2.1   Stakeholder Analysis Matrix

The Risk Management Plan (RMP) has identified a number of risks. These have been documented (identified and analysed). To ensure that there are appropriate evaluation and preventative actions in place to reduce the likelihood of these risks occurring, a stakeholder analysis is created to define the level of importance and influence of each stakeholder group. Risks are allocated to their relevant stakeholder group.

Stakeholders: A – Board of Studies; B – Project Sponsor; C – Project Review Group; D – Trainers; E – Students; F – Control of Site(s); G – IT Management and Accounts; H – Project Manager; I – Project Office Manager

	Significant influence	Some influence	Little influence	No influence
Significant importance	Program designed, implemented and evaluated in accordance with organisation XYZ requirements and relevant federal and state legislation* **A** **9.1; 9.2; 9.3; 10.1; 5.2; 7.1; 7.3**	Program outcomes are in accordance with project sponsor's and project review group's requirements and support **B; C** **10.1; 7.1; 7.3**	Trainers are suitably qualified and skilled to fulfil the project's objectives **D** **11.1**	Students expectations are met and the program has delivered the recommended level of instruction and supervision **E** **11.2; 11.3; 5.1; 6.1; 6.2; 7.1; 7.3**
Some importance	The project sponsor is to be committed to the project. **B** **2.1; 2.2; 8.1; 8.2; 8.3** External stakeholders controlling the use of the site(s) / facility will maintain communication with the project review group **F** **10.1**	The project review group; the project manager and the project office manager require regular communication updates **C; H; I** **10.1**		
Little importance		IT Management and Accounts need to be updated of any changes **G** **10.1**		
No importance				

3 Management and Control

3.1 Communication – Risk Action Plan

Communication is a core function for every organisation. It identifies a number of key questions. They are: who gets the information; when do they get the information; how do they get the information and why do they need the information. The Project Management Institute's PMBOK (2008) provides insight into how communication should be instigated; who the stakeholders are; the information that they require and the milestones that indicate an 'effective point in time'.

RISK ACTION PLAN	
Risk Item	**5.1 and 5.2**
Summary (RECOMMENDED RESPONSE AND IMPACT) To ensure that the initial project's investment is not compromised resulting from ineffective planning and decision making. The expected return on investment is to ensure continued XXXX that support the needs of XXXX whilst achieving the goals and objectives of all stakeholders concerned.	
1) Proposed Actions	• undertake immediate discussion with govt and NGO stakeholders • develop a strategy with clear and measurable objectives (each key objective met is a milestone – for example, ensuring that the benefits are achieved from the project would be deemed as a milestone. It is has also eliminated the risk identified in 2.1 and 2.2
2) Resource Requirements	• available data – risk analysis • expert opinion to support the data • clear communication channels
3) Responsibilities	• Project Manager to ensure that ALL stakeholders are across the issues and understand their stake in the project • Project Manager to ensure that ALL opportunities are identified • Project Review Group to acknowledge their role in ensuring a 'win win' scenario
4) Timing	• Feedback to be completed prior to implementation.
5) Reporting / Monitoring	• Scheduling and monitoring to follow project life cycle principles • updated excel sheets provided to senior management to allow drill-down mode to obtain relevant data