



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

Student Name	Mohammed Ahmed Alghamdi	اسم الطالب
Students I.D	2021203393	الرقم الجامعي

Project Risk Management

Instructions:

- اخر موعد للتسليم هو يوم الخميس 20-05-2021 في تمام الساعة ٩ مساءً.
- الإجابة متاحة باللغة الإنجليزية أو اللغة العربية مع مراعاة أن تكون المصطلحات العلمية باللغة الانجليزية.
- يتم تسليم المشروع في صيغة ملف . pdf مع الالتزام نموذج الجامعة ولن تقبل أي مستندات أخرى.
- يجب مراعاة أقسام البحث الرئيسية (مقدمة Introduction، دراسات علمية سابقة Literature Review، طريقة البحث Methodology، النتائج والمناقشة Results and Discussion، وأخيراً المراجع References . وان كان هناك ملحقات Appendices يتم إضافتها)
- يجب الالتزام بـ Theme موحد كما يلي:
- حجم الخط 12.
- نوع الخط Arial.
- لون الخط أسود.
- المسافة بين الأسطر 1.5 line spacing
- عدد صفحات البحث (لا يقل عن ثلاث صفحات ولا يزيد عن ست صفحات).

Instructor's Name: Eng. Mosaab M. Hamed



Laila (Documentary Show on TV)

Project Records Management

1- Introduction:

Risk management helps an organization to identify, evaluate, analyze, monitor, and mitigate the risks that threaten the achievement of the organization's strategic objectives in a disciplined and systematic way (note the words "disciplined" and "systematic").

There are four major benefits of adopting a risk management system for your organization.

First, risk management enhances management, both in day-to-day and long-term situations. Knowing what might go wrong and how to deal with a situation lets you control the outcome.

Second, risk management systems streamline day-to-day operations. Employees who know the proper procedures and policies are better able to do their jobs safely.

Third, risk management improves financial management. Losses, lawsuits, and injuries all cost money, and risk management helps your agency avoid these costs.

Finally, risk management helps provide consistent and enhanced services. Every time a loss occurs or property is damaged, reports need to be written, depositions were taken, and so on, activities that take time away from an employee's ability to provide services to the public.

1.1- Records Importance for the project successful

Documenting this project remains the most important point for its success, despite the presence of simple paper transactions at the beginning of the project, which we still keep, but we can say that 99% of the project documentation plan is electronic until now and *we are in the closing phase*.

Without documenting the project, the project will be useless. Many of the great works did not become popular until many years after their inception.

1.2- Research goal

The goal of the research is to convey to the recipient a general picture of the nature of the documentation work in this project and how we will reach 100% digital documentation (paperless).

1.3- Risk assessment

At the beginning of the project, with knowledge of the 8Rs & 4Ts working methodology, brainstorming was done between the work team, all opinions and suggestions were listened to and we came up with a list in the below table of risks and here I will review the risks related to the research topic, which is documentation.

Table 1

Sr.	List of Risks
1	Hard Disks Damage
2	Loss of the Hard Disks
3	Make mistake in filing process as (wrong name, wrong location)
4	Viruses attack the Hard Disks
5	Google Drive Not responding
6	For hard copy, the Scan machine could be damaged
7	Documents not backed up regularly
8	Delete Files From the storages on purpose

So after the brainstorm is finished, we have that list of the risks which will be facing us, then we will make a risks matrix (**likelihood and impact**).

We will assume that the least dangerous.

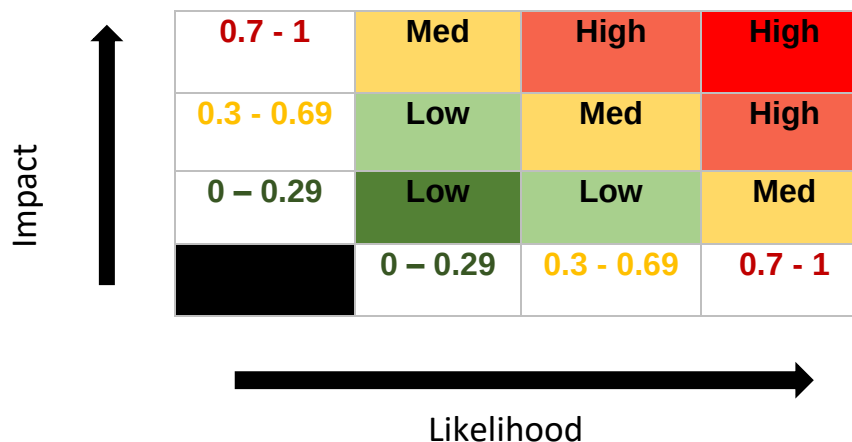
(**Low = 0 to 0.29**, **Medium = 0.3 to 0.69**, **High = 0.7 to 1**).

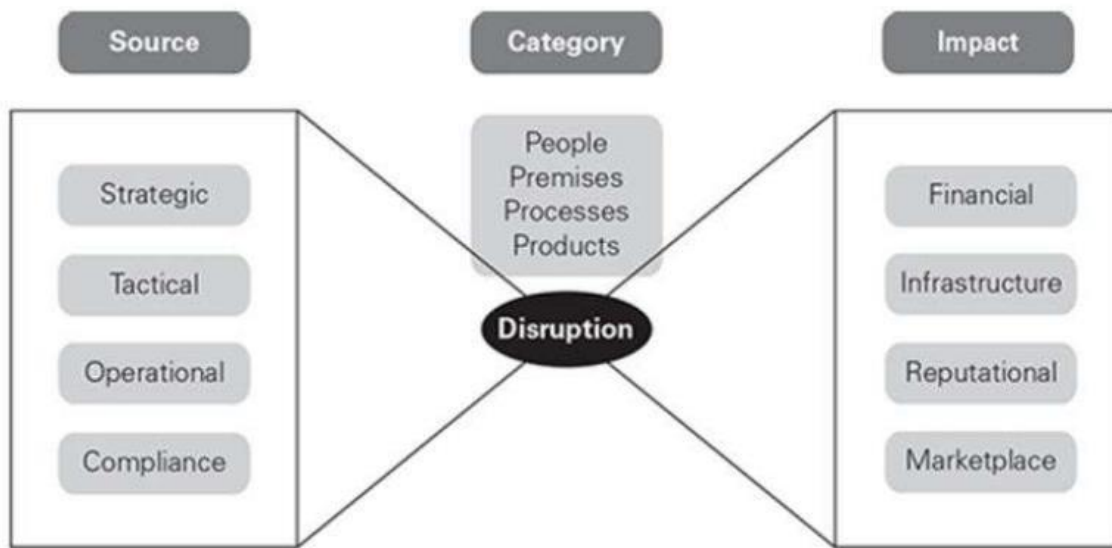
Table 2

Sr.	List of Risks	Likelihood	Impact
1	Hard Disks Damage	0.5	0.9
2	Loss of the Hard Disks	0.3	0.7
3	Make mistake in filing process as (wrong name, wrong location)	0.8	0.6
4	Viruses attack the Hard Disks	1	1
5	Google Drive Not responding	0.1	0.2
6	For hard copy, the Scan machine could be damaged	0.2	0
7	Documents not backed up regularly	0.4	0.6
8	Delete Files From the storages on purpose	0.1	1

By using the below figure, we can determine the severity of the risks according to that evaluation for each risk, then make the plans of response for each risk then chose between those ways to deal with them (Eliminate, Mitigate, Manage and Embrace)

Figure1





From Bow-Tie we can recognize the response plan for risks impact when the event is materialized.

Table 3

Sr.	List of Risks	Likelihood	Impact	Severity	Response Plan	Mitigate Action
1	Hard Disks Damage	0.5	0.9	High	Trying to fix it	Make a copy for all data daily
2	Loss of the Hard Disks	0.3	0.7	High	We have 3 Hard Disks, it is impossible to lose all of them at once	We upload also on Google Drive
3	Make mistake in filing process as (wrong name, wrong location)	0.8	0.6	High	Overtime for two hours for those who make a careful review of all daily documents	The supervisor has to control the work step by step to avoid mistakes
4	Viruses attack the IT system	1	1	High	Provide more than 1 CPU to avoid any cyber attack	Buy Anti-Virus programs and install it

5	Google Drive Not responding	0.1	0.2	Low	we have instead storage way on Hard Disk	we have instead storage way on Hard Disk
6	For hard copy, the Scan machine could be damaged	0.2	0	Low	Fix it or buy a new one	Use a mobile phone picture to make a temporary scan
7	Documents not backed up regularly	0.4	0.6	Med	Open Overtime reward	Trying to make the back up a priority
8	Delete Files From the storages on purpose	0.1	1	Med	Don't keep all storages with one person at the same time	Every person who has a hard disk in his name with the files attached to it

2-Results:

Now we have to make a contingency plan by calculating the EMV Cost for documenting and archiving in that project.

Table 4

Sr.	Risks	Likelihood	Impact cost	Risk Contingency
1	Hard Disks Damage	0.5	600	300
2	Loss of the Hard Disks	0.3	600	180
3	Make mistake in filing process as (wrong name, wrong location)	0.8	200	160
4	Viruses attack the Hard Disks	1	1000	1000
5	Google Drive Not responding	0.1	100	10
6	For hard copy, the Scan machine could be damaged	0.2	150	30
7	Documents not backed up regularly	0.4	1000	400
8	Delete Files From the storages on purpose	0.1	350	35
	Total	N/A	4000	2115

3- Discussion:

In fact, before studying the risks, the work team had set an amount of 10,000 riyals as a balance to confront anything uncertainty, and after studying the risks, specifically in the field of this research (documentation), the contingency plan was determined at an amount of 2115 riyals of the total amount allocated to emergencies, and as it is noticed, cyber-attacks occupy the largest part of the contingency plan if it occurs because we will have to repair and replace many of our electronic devices

At the end and until this moment on the 23rd of Ramadan, after the end of 95%, we did not face any obstacles, problems, or direct threats in the subject of documentation for this distinctive project, and accordingly, the financial officer for the project decided to return this amount to the general amount allocated to risks, and he added a recommendation to the project owner that he is in case Not taking advantage of it will be distributed to the work team as a reward from the owner and the owner has welcomed this idea.

4- Reference:

