



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

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Section

Master

Date

Thursday

18 / 03 / 2021.

Course Code

(PMG510)

Project Risk Management

Instructions:

- اخر موعد للتسليم هو يوم الخميس 2021-05-20 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 موحّد 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

Project:

Risk Identification and Analysis (Based on the project you chose in APM)

The objective of this report is to identify project risks, prepare a risk probability matrix, and carry out an analysis of selected risks. Referring to the project you select in **Advanced projects management APM course**, your task is to prepare a risk management plan that identifies potential risks in **each stage of the project** and identify risk management strategies.

From the course content and readings, you know that the overall purpose of risk planning is to anticipate possible risk events and be ready to take appropriate action when risk events occur—to eliminate or reduce negative impacts on the project.

You may wish to begin this exercise with a brainstorming about potential risks to get candidate risks “on the table” for consideration. And then identify and refine that wording for risks that have some realistic chance of occurring in this project. For example, potential weather problems present a real obstacle to completing field data collection by the planned completion date. It is also an issue that the project manager will ultimately have to plan for, as opposed to other issues such as a major disaster (e.g., your office burning down), is not a high-enough probability event that requires much time in planning. As described below, you will select several of the identified risks and carry out a risk analysis.

You will use the distilled list of risks to make a risk probability/impact matrix. The matrix will have at least three categories (high/medium/low) for probability and impact.

Remember that it is important to name risks effectively—use words that describe the risk event and point to the impact on the project (e.g., “injury of field technician disrupts data installation work”).

After completion of the risk matrix, document a risk analysis for the selected risks. This detailed documentation for that selected risk will include:

- a description of the risk and potential impacts (schedule, quality of work, cost, etc.) on the project.
- indicators or triggers that would be monitored to help identify the risk as early as possible.
- specific risk response strategies to take.

Using probability and impact matrix calculate the Expected Monetary Value (EMV) for all risks that have the impact in terms of cost \$\$.

Best of luck...

المشروع:

التعرف على المخاطر وتحليلها (بحث مبني على مشروعك الذي اخترته في مادة ادارة المشاريع المتقدمة)

الغرض من هذا التقرير هو التعرف على المخاطر المحيطة بكل مرحلة من مراحل المشروع, تحضير مصفوفة احتمالية المخاطر ومن ثم القيام بالتحليل لهذه المخاطر المختارة. مهمتك هي تحضير خطة متكاملة لإدارة المخاطر تشمل التعريف بالمخاطر المحتملة التي تحيط بكل مرحلة من مراحل مشروعك (نفس المشروع الذي اخترته في مادة إدارة المشاريع المتقدمة Advanced project management). ومن ثم القيام بتحديد استراتيجيات إدارة المخاطر المناسبة لكل خطر على حدة.

من محتويات المقرر والمصادر الأخرى المتاحة أصبحت تعلم الان أن الغرض العام لمرحلة التخطيط للمخاطر هي توقع أحداث المخاطر المحتملة والتجهز لاتخاذ ردة الفعل المناسبة عند وقوع الخطر – لمنع أو تقليل الآثار السلبية على المشروع.

قد تحبذ بداية هذا البحث بعصف ذهني عن ماهية المخاطر التي قد تحيط بكل مرحلة من مراحل مشروعك, وذلك للحصول على قائمة بتلك المخاطر. ومن ثم تحديد وتصنيف هذه القائمة للوصول إلى قائمة مختصرة بالمخاطر التي لها فرصة واقعية أكبر في الحدوث. على سبيل المثال: المشاكل الجوية المتوقعة والتي تمثل عقبة حقيقية أمام اكتمال جمع البيانات من المواقع في أو قبل الوقت المحدد، هذه تعتبر مشكلة على مدير المشاريع أن يضعها في الحسبان. من ناحية أخرى، فإن المخاطر غير الواقعية مثل الكوارث الطبيعية والأعاصير (تلك التي تسبب حريقاً بمكتبك وفقدان الأوراق المهمة) ليست لها احتمالية وقوع عالية وبالتالي لاتستدعي تضيق الكثير من الوقت في التخطيط لها. كما سيتبين لك، ستقوم باختيار عدة مخاطر من تلك التي قمت بالتعرف عليها لتحليلها.

ستقوم باستخدام هذه القائمة المختصرة لعمل مصفوفة المخاطر (الاحتمالية/الأثر). المصفوفة ستحتوي على الأقل على ثلاث تصنيفات (عالي/متوسط/منخفض) للإحتمالية والأثر.

لاتنس استخدام أسماء تصف طبيعة المخاطر بصورة فعالة – قم باستخدام كلمات تصف الحادثة الخطرة وتشير الى أثرها على المشروع (مثل: إصابة أحد الفنيين في الموقع مما يؤثر على أعمال التركيب).

بعد انتهاءك من مصفوفة المخاطر، قم بتوثيق تحليلك للمخاطر المختارة. هذا التسجيل المفصل للمخاطر يجب أن يتضمن:

- وصف للخطر واثاره المحتملة (الجدولة، جودة العمل، التكلفة، الخ)
- المؤشرات والمحفزات التي يجب مراقبتها للمساعدة في التعرف على هذا الخطر قبل وقوعه
- تفصيل للاستجابة المقترحة للتصدي لهذا الخطر

باستخدام مصفوفة الاحتمالات والتأثير ، احسب القيمة النقدية المتوقعة (EMV) لجميع المخاطر التي لها تأثير من حيث التكلفة \$\$.

مع تمنياتي بالتوفيق..

Keeping project records (aircraft parts repair station project)

Introduction

Risk management documentation that may need to be kept by an organization, in order to successfully embed risk management, it is necessary to maintain a range of risk management records

In order for an aircraft parts repair station to be prepared, it must be in accordance with the current, regulations, and policies of Section 145 * of the Law Civil Aviation to get the repair certificate.

Therefore, compliance with the requirements on the rules that must be related to the performance of maintenance and prevention is required also observed by the staff.

All steps and records must be kept, which contain all the rules, classifications, and specifications of the operations issued in accordance with and under the Civil Aviation Authority.

Appropriate records must be compiled and maintained throughout the life of the project. This creates an up-to-date record of what happened along a path the project, which can be referred to when necessary.

Not only does this create a "memory" or "research paper" for the project in which activities and decisions can be reviewed, it allows reconstructing, reviewing and analyzing events and timelines in the event of a conflict.

Conflicts are often identified by records are available, not factual, so it is important for interested parties to keep good records.

Importance of records

There are many benefits to be gained from implementing records management.

Records management is a key driver in increasing organizational efficiency and offers significant business benefits. Records management:

- reduces the time spent by staff looking for information;
- facilitates the effective sharing of information;
- reduces the unnecessary duplication of information;
- identifies how long records need to be kept;
- optimizes the legal admissibility of records to defend malicious litigation;

- supports risk management and business continuity planning.
- Legal requirements
- Contractual requirements
- To monitor work
- To save data for upcoming work

In short, records management improves control over information assets, frees up staff time and other resources, and helps protect individuals and the organization from various risks.

Records management means that too much reliance is not placed on the memories of a few individuals.

The extent of record keeping required depends on the type of project.

A balance must be maintained between having adequate records in preparation for a dispute to arise, and trying to record everything, which is difficult, time-consuming and costly.

Some record-keeping requirements, such as recording meetings for example, may be performed at the discretion of the individual organization, at rates different frequency, levels of detail and time to keep records, appropriate for different situations.

Other records may be required legally or contractually, depending on the specified rules.

Methodology

A project risk register has to be a very dynamic document.

An example of a project risk register is provided in Table Details of the risks faced by the project, as recorded in the risk register, should be discussed at every project review meeting.

As well as risk registers being relevant to projects, they should also support business decisions.

In this case, the precise format of a risk register may be less formal. When a strategic decision has to be taken at board level, the risk assessment of that strategy should be attached to the proposal.

This risk assessment could include both the risks of undertaking the strategy and an analysis of the risks associated with not undertaking the proposed strategy.

Identify risk

Risk index	Risk description	Current level of risk			Action to be taken
		Likelihood	Magnitude	Overall rating	
1.	Project management arrangements unable to deliver project.	High	High	High	Clear project management structure in place, with executive team established to oversee project. Smaller project team runs project on day-to-day basis with expert support, as required. Clear links between various management functions to ensure co-ordinated approach.
2.	Project resources inadequate with insufficient staff to support project.	Medium	Medium	Medium	Project management team established with support from other staff departments, including HR and Finance.
3.	Project resources has insufficient funds for the necessary external professional technical advice.	Low	High	Medium	Sufficient budget identified to fund external advice.
4.	Project not co-ordinated with other developments in organization.	Low	Low	Low	Project management team also oversees related projects with cross-representation on other groups.

Risk Matrix

Likelihood	Severity				
	Catastrophic	Critical	Major	Minor	Negligible
Certain					
Extremely Likely					
Likely					
Unlikely					
Remote					

Recommendations:

The purpose of the risk register is to form an agreed record of the significant risks that have been identified.

Also, the risk register will serve as a record of the control activities that are currently undertaken.

It will also be a record of the additional actions that are proposed to improve the control of the particular risk.

To have a single center for files and documents that it supports storing and organizing files and documents.

This is very important, because the majority of today's projects use a large number of files and documents, which should be shared and edited continuously and simultaneously.

Project management tools will enable you and your employees to easily share files, and many of them provide the ability to manage permissions log in, so that you can specify who is entitled to see those files.

Project management tools make sharing and sharing files super easy, without having to send dozens of mail messages electronic file attached to the files you want to share.

References:

145. KSA Civil Aviation Authority part 145 for Repair Station

1. ARMA International. "Glossary of Records and Information Management Terms, 3rd Edition". ARMA International. 28 Sep 2013

