

## *Risk Management in Action*

**Course Objective** : This is a one-day intensive workshop focusing on risk management in projects. From project start to finish, attention has to be paid to potential risks, with proper review, monitoring and response during the entire project life cycle. The workshop is designed around a simulated business case, with extensive class discussion and interactive exercises. Participants will gain insights and practical skills in how to keep risks under control, and explore real life risk issues such as company culture, risk attitude and contingency reserve.

**Format** : 60% Lectures, 40% Case study and group discussion

**Key Topics** :

- Risk Management Planning
  - Risk and company culture
  - Stakeholders' risk tolerance level
  - Roles and responsibilities of team members
  - Risk categories & source of risks
- Risk Identification Techniques
  - Document review
  - WBS and risk identification
  - Information gathering techniques: Brainstorming and expert interviews
  - Risk checklists
- Risk Analysis
  - Probability-impact matrix
  - Risk score and risk level
  - Estimating contingency reserve
  - Risk Response Planning
  - Contingency reserve and contingency planning
- Project Risk Monitoring and Control
  - Risk documentation procedures & reporting formats
  - The use of Risk Register

**Instructor : Kevin Chui**

Kevin Chui is a Principal Consultant at Knowledge Century, and a well-known speaker in project management. His workshops and seminars have been well received by corporate audience from Hong Kong, China and Asia. Kevin's career in the IT and telecom industry includes several management positions at multi-nationals such as AT&T and Citibank, with far-reaching project management and outsourcing management experience in Asia Pacific. Kevin currently serves in PMI as their Regional Component Mentor of North Asia. He was a CoPAT member of PMI Global Congress Asia Pacific 2006 and a development team member of the 2008 OPM3 standard.

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