



Charter

The Risk Management Team (RMT) is responsible for informed, proactive, and timely management of risks. The RMT will:

- Ensure critical risks impacting scope, schedule, budget, business performance, and/or change management are proactively identified, communicated, mitigated, and escalated in a timely manner.
- Facilitate attention to key risks impacting the project and individual teams.
- Produce meaningful information that allows project management to focus efforts on the “right” (e.g., high likelihood and high impact) risks with an effective coordination of effort.
- Develop strategies for addressing risks.
- Ensure appropriate stakeholders are informed and, if applicable, participate in the mitigation.
- Record an audit trail of discussions and mitigation of Project risks.

Responsibilities

The CSI Risk Management Team has overall facilitative responsibility for the risk management process. Specific responsibilities include:

- Develop the Risk Mitigation Plan.
- Select Risk Tracking tool.
- Identify Risk Reference Model.
- Assist in determining need for independent risk assessment, support sourcing if required.
- Plan and coordinate RMT meetings.
- Plan and manage RMT training.
- Generate risk reports, including trends and metric analysis, for risk meetings and ad-hoc requests.
- Clarify, consolidate and document risks.
- Maintain and monitor data in the risk-tracking tool.
- Establish initial priority, owner, and target due date.
- Monitor the status of risk mitigation.
- Communicate status to risk originators, risk owners, and the CSI Oversight Committee.
- Escalate communication if expected mitigation action deadlines are not met.
- Execute the risk closure process.
- Work with Business, Change, and Design Oversight Teams to facilitate risk mitigation



Team Members and Roles

Risk Management Team

<i>Name</i>	<i>Role</i>
Tully Welborn	RMT Oversight Lead/Facilitator
Tim Rose	RMT Management
Mike Farnsworth	RMT Management
Tracy Williams	RMT Management
Stef Esposito (or designee)	RMT Management

Guidelines

- The RMT will meet weekly for 1 hour. Should there be no reason to meet, a meeting will not be held. As the Design Forum progresses additional time may be needed.
- Additional meetings may be scheduled to discuss critical issues or tabled items.
- Additional personnel (SMEs, Process Coordinators, analysts, developers, etc) may be brought in as necessary to meet and discuss specific items/issues.
- Team members are responsible for contacting the facilitator with any agenda items they want to include by 10 AM on the day before the weekly meeting. Agenda items may be added at the meeting with the concurrence of the team.
- Emphasis will be on full discussion and resolution of issues vs. sticking to a timetable.
- An action item list with responsibilities will be maintained, reviewed in meetings and distributed with the meeting minutes.
- The responsibility for taking and distributing meeting minutes will rotate among group members.
- Meeting minutes will be distributed within 24 hours after the meeting.

Communication & Decision-Making

The team will abide by the CSI Team guidelines as well as these additional guidelines.

- During meetings, one person talks at a time. Each person should be given a chance to speak their mind while at the same time respecting the meeting timetables. They should be brief and focus on facts, not opinions.
- Emphasis will be on open and honest communication – there are no hidden agendas.
- All group members should accept the responsibility and accountability along with the authority given to them.
- During discussions, group members should listen, be non-judgmental and keep an open mind on issues until it is time to decide.