

DAY 1

Morning

1. Introductions
2. Confirm project objectives
3. Confirm scope of risk process for this workshop
4. Workshop ground rules
5. Risk management briefing (if required)
6. Expectations and Results
7. Identify risks

Brainstorm risks using the Risk Breakdown Structure

Afternoon

Analysis of Assumptions and Constraints to generate further risks

A Standard Risk Checklist to identify any further/final risks

8. Rationalise risks
9. Describe risks using risk metalanguage
10. Record identified risks (during workshop or after meeting)

DAY 2

Morning

11. Explanation of assessment scheme (recap)
12. Assessment of probability and impacts
13. Risk categorisation

Afternoon

14. Nomination of Risk Owners
15. *If time develop initial responses to priority risks*
16. Close the workshop

Sample agenda for a First Risk Assessment/two-day risk workshop
(Including Identification and Assessment steps)

