

Risk Log - Attachment Submissions – D

Risks / Mitigations

Bids should set out their position on both the feasibility and risks together with risk mitigation related to their proposal. Within that document, Bidders are required to set out their hierarchy of risks and their proposed mitigations.

For the avoidance of doubt, it is the understanding of the risks to your proposal and crucially your mitigation proposals that is being evaluated. Avoiding address

The Authority and its evaluators are seeking to assess the depth of understanding of the Bidder - and their mitigation strategy. A very good response will be one to address and surmount the risks. (Generic risks which may occur in any project or program will receive a lower score).

A maximum of 12 risks should be submitted - beyond this total of 12 no others will be evaluated.

| | Description of Risk | Type of risk | Impact | Severity |
|---|---|---|---|--|
| | Provide a brief description of the risk (a problem which you foresee occurring). <u>Highest impact risks should be placed at the top of the list</u> | Please give a brief description of the risk - for example: people, process, system, financial, legal etc. | What will happen if the risk becomes 'live' and turns into an issue - for example if a risk were an overflowing bath then the impact would be a flood to the house which may result in other events such as making the house uninhabitable resulting in significant cost and disruption | What is the significance of the risk both to to your proposal and TLIF - including Time / Cost / Quality? Bidders should state the severity in terms of High / Medium / Low |
| 1 | Attracting sufficient participants | Marketing and Communication | Scheduled training days would have to be cancelled; cost per participant might rise. | Medium |
| 2 | Contracting sufficient trainers | People | Scheduled training days would have to be cancelled, cost per participant might rise, a waiting list might need to be put in place. | Medium |
| 3 | Attendees failing to complete the course. | People | The impact of the program would be be sub-optimal. | Medium |

| | | | | |
|----|---|----------------|--|--------|
| 4 | Attendees failing to understand course content adequately | People | The impact of the program would be sub-optimal. | Medium |
| 5 | Inadequate implementation of course by attendees | People | The impact of the program would be sub-optimal. | Medium |
| 6 | Lead trainer unavailable | People | Little impact | Medium |
| 7 | Technical problems with the online support platform | Process/system | Platform could go off-line for a limited period of time. | Low |
| 11 | | | | |
| 12 | | | | |

ssing risks will score lower marks in the evaluation.

that is clear about the significant challenges and therefore risks of TLIF but proposes mitigations which are comprehensive and robust and which will be likely

| Links to other projects and/or business areas | Mitigation | Notes - not more than 50 words per Risk |
|---|--|--|
| Are there any relevant dependencies? | Describe your planned mitigation approach - using the example from the Impact column, a mitigation of calling a plumber after the event would be poor. The Authority is seeking the actions and skills the Bidder will bring to TLIF to address the risks - which may be: people, process, systems, resources, assets and IP etc. | This is for the Bidders to complete - this may be blank or may be a quantification or qualification of the risk. |
| Low | The risk would be mitigated by: stepping up the marketing efforts, getting important stakeholders more involved, using social media marketing and specifically targeting schoolleaders who have issues with behaviour management, according to Ofsted inspections. In our model we've integetherated all costs for the the course days (including labour) into the course day budgets, making our programme highly scalable. A final meassure would be cutting staffing costs aligning it with demand. | |
| Low | We would need to scale up the Train the Trainer programme. This can be done within a short span of time. A waiting list of participants can be cleaned up within two months. | |
| Low | Will be mitigated by course completion certificates; setting up projects in the first phase of the course; creating milestones within the course that entail attendance and project execution. | |

| | | |
|-----|--|--|
| Low | Mitigated by online support community, tailored advice from course coordinators/ helpline. Part of our train-the-trainer programme will entail how to provide guidance and support through our online platform. This way freelance course leaders can provide online support without location or timeframe restrictions making online support scalable and efficient. | |
| Low | Mitigated by course completion certificates; setting projects early in course; creating milestones within the course that entail attendance and project execution; online support community, tailored advice from course coordinators/ helpline | |
| Low | Mitigated by creating a robust pool of freelance trainers with incremental proficiency in delivering the course and with a clear command and line management structure; creating a rota of trainers with spare capacity to absorb absence. | |
| Low | We have over 15 years of experience in creating and maintaining robust and safe IT infrastructure. The platform build-up will be modular with continuous deployment and roll-back functionality. Problems can be addressed speedily with little or no down-time. We have several staff members who can address technical issues. On top of that we have external IT support on retainer in case we need extra staff. Our systems will run on UK servers with Digital Ocean; daily backups will be provided; development of features will not be done on live systems, and immediate rollback will be available. If this fails we can restore from back-up (with a very short down time). | |
| | | |
| | | |