

**V1.0**

Author:	Authorised by:	Commercial Assurance:
AFRP Project Controls Lead	<Authoriser first initial> <surname>	<Authoriser first initial> <surname>

[illegible]

1. INTRO

This template was created so that each bidder can maintain their own Project Controls register. After each session, time will be spent highlighting new key risks, assumptions and dependencies.

This page provides guidance on how to fill each field throughout the register, which will be supplemented in planned parallel track sessions

2. Risk Guidance	
Heading	Description
Risk ID	Individual ID reference, unique to each entry
Date Identified	DD/MM/YYYY format
RoR Reference	RoR reference to be entered
Risk Title	A short title summarising the risk
Risk Description	Plaintext description of the risk's cause, event and consequence
Date of Impact	Date of impact to be assessed against supplier schedule
Relevant Phase/Milestone	The programme phase/milestone at which the impact could first materialise
Manager	The name of the designated AFRP risk owner
Liability Owner	Select the relevant option from the drop-down list
Probability	The probability of the risk occurring, expressed as a percentage
Minimum Cost Impact	Cost to be entered in pounds sterling
Most Likely Cost Impact	Cost to be entered in pounds sterling
Maximum Cost Impact	Cost to be entered in pounds sterling
Minimum Time Impact	Time to be entered in working days
Most Likely Time impact	Time to be entered in working days
Maximum Time Impact	Time to be entered in working days
Performance	Select the relevant option from the drop-down list (please refer to Risk Scoring Metrics)
Basis of Estimate	Plaintext justifications for scoring on costings/time and probability metrics
Risk Rating	The risk score according to PID mapping (please refer to Risk Scoring Metrics)
Mitigations	Proposed supplier activities which will the probability or impact of a risk
Comments	Any additional comments

3. Assumptions Guidance	
Heading	Description
ID	Individual ID reference, unique to each entry
Status	Select between open, closed, or draft.
Date Added	DD/MM/YYY format
Assumption Title	Short title summarising assumption
Description	Plaintext description of the assumption
RoR Reference	RoR Reference to be input
Time	Select yes or no, depending on whether the assumption has a time impact.
Cost	Select yes or no, depending on whether the assumption has a cost impact.
Performance	Select yes or no, depending on whether the assumption has a performance impact.
Basis of Estimate	Description of time/cost/performance impacts
Impact	The estimated level of impact if the assumption is correct
Confidence	Confidence that the assumption is correct
RAG Status	The assumption's current, overall RAG score (see scoring guidance)
Additional Info	Space for any additional comments. Include information on Milestones impacted.
Authority for status change	Named individual responsible for endorsement of closure
Rationale for Closure	Comments on reasons for closure

4. Dependencies Guidance	
Heading	Description
ID	Individual ID reference, unique to each entry
Status	Select between open, closed, or draft.
Time	Select yes or no, depending on whether the dependency has a time impact.
Cost	Select yes or no, depending on whether the dependency has a cost impact.
Performance	Select yes or no, depending on whether the dependency has a performance impact.
Date Added	DD/MM/YYYY format
RoR Reference	RoR Reference to be input
Dependency Title	A short title summarising the dependency
Description	Plaintext description of the product/service required in the dependency
Additional Info	Any additional comments
Rationale for Closure	Comments on the reasons for closure

**RAG Status Definition**

RED🔴

Major concern: The risk requires immediate, active intervention. Crystallisation of risk is likely to cause slippage to key project milestone(s) and/or is likely to have a material impact on the delivery of the requirements.

AMBER🟡

Concern: Should be manageable within normal Programme Management processes. No material impact on delivery of the solution.

GREEN🟢

Minor concern: Normal level of attention i.e. no escalation required. Risk is being actively managed and no impact on delivery of the solution.

**RAG Status Determination**

The Red, Amber or Green (RAG) status is derived by mapping the impact and probability ratings against this matrix.

IMPACT	Critical	E	18	19	22	24	25
	Severe	D	11	12	16	21	23
	Major	C	4	8	13	17	20
	Moderate	B	2	6	9	14	15
	Minor	A	1	3	5	7	10
			1	2	3	4	5
			Very Unlikely (Very Low)	Unlikely (Low)	Possible (Medium)	Likely (High)	Very Likely (Very High)
			<10%	11% - 25%	26%-50%	51% - 74%	>75%
			LIKELIHOOD				

Probability Calculation	PID Mapping	Probability Value
Very Low	1	<[Redacted]
Low	2	[Redacted]%- [Redacted]%
Medium	3	[Redacted]%- [Redacted]%
High -	4	[Redacted]%- [Redacted]%
Very High	5	>[Redacted]%

Impact Levels-	PID Mapping	Cost	Time	Performance
Very Low	A	[Redacted]	<[Redacted]	Very few shortfalls in secondary parameters, not affecting key requirements
Low	B	[Redacted]	>[Redacted] - <= [Redacted]	A few shortfalls in secondary parameters, not affecting key requirements
Medium	C	[Redacted]	>[Redacted] <=[Redacted]	Some shortfalls in secondary paramaters,with a minor affect on key requirements
High	D	[Redacted]	> [Redacted] - <= [Redacted]	Significant in secondary parameters, affecting key requirements
Very High	E	[Redacted]	> [Redacted]	Major shortfalls in performance requirements, potential to prevent the programme from being able to deliver capability

**AFRP Bid**  
[Bidder Name]

[illegible]

ASSUMPTIONS SCORING METRICS

Connfidence that Assumption is correct	High (1)	Low	Low	Medium
	Medium (2)	Low	Medium	High
	Low (3)	Medium	High	High
		Low (1)	Medium (2)	High (3)
		Impact if assumption is wrong		

Confidence that the Assumption is Correct	High	Over 70%:
	Medium	30%-70% -
	Low	Less than 30%

Impact of assumption being incorrect	High	Significant impact on the programme, including Time/Cost/Performance and will significantly reduce the programme's benefits.
	Medium	Medium impact on the programme, including Time/Cost/Performance and will have some medium on the programme's benefits.
	Low	Limited impact on the programme, including Time/Cost/Performance, and will have equally limited impact on the Programme's benefits.

[Bidder Name]

[illegible]

## AFRP Bidder MDAL - Dependencies

[Bidder Name]

[illegible]