# Armed Forces Recruiting Programme (AFRP) AFRP DEFFORM 47 Annex I AFRP Supplier Project Controls Log [Bidder Name] V1.0

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### **Document Version History**

Version	Date Issued	Detail	
<version no=""></version>	DD/MM/YYYY	<text here=""></text>	

## 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			
	Select the relevant option from the drop-down list (please refer to Risk Scoring			
Performance	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			

Heading
ID
Status
Time
Cost
Performance
Date Added
RoR Reference
Dependency Title
Description
Additional Info
Rationale for Closure

## 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

Description
Individual ID reference, unique to each entry
Select between open, closed, or draft.
Select yes or no, depending on whether the dependency has a time impact.
Select yes or no, depending on whether the dependency has a cost impact.
Select yes or no, depending on whether the dependency has a performance impact.
DD/MM/YYYY format
RoR Reference to be input
A short title summarising the dependency
Plaintext description of the product/service required in the dependency
Any additional comments
Comments on the reasons for closure

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#### **RAG Status Definition**

RED

Major concern: The risk requires immediate, active intervention. Crystalisation 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.

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

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

Critical	E	18	19	22	24	25
Severe	D	11	12	16	21	23
Major	с	4	8	13	17	20
Moderate	в	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%	115 - 255	26%-50%	51% - 74%	>75%

LIKELIHOOD

IMPACT

## AFRP Bidder Risk Register - Risk Log [Bidder Name]

													Risk Impact												
Risk ID Date Identified RoR Ref.	Risk Title	Risk Description	Date of Impact Relevant phase/milestone	Manager Liability Owner	Current Probability	Current Minimum Cost Impact	Current Most Likely Cost Impact	Current Maximum Cost Impact	Current Minimum	Current Most Likely Time	Current Maximum Time Impact	Current	Target Probability	, Target Minimum	Target Most Likely Cost Impact	Target Maximum Cost Impact	Target Minimum	Target Most Likely Time Impact	Target Maximur	n Target	Basis of Estimate	Current Risk	Target Risk	Mitigations, including associated costs	Comments
			phase/milestone		Probability	Cost Impact	Impact	Impact	Time Impact	Impact	Impact	Performance		Cost Impact	Impact	Cost Impact	Time Impact	Impact	Time Impact	Performance		Rating	Rating		
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# ASSUMPTIONS SCORING METRICS

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

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

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

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# AFRP Bidder MDAL - Bidding Assumptions [Bidder Name]

ID	Status	Date Added	Assumption Title	Description	RoR Ref.	Time	Cost	Performance	Basis of Estimate	Impact	Confidence RAYG	Additional Info- Include information Milestones impacted, costings and performance impacts	on Authority for closure	Rationale for Closure
A1														
A2														
A3														
A4														
A5														
A6														
A7														
A8														
A9														
A10														
A11														
A11 A12 A13 A14														
A13														
A14														

# AFRP Bidder MDAL - Dependencies

[Bidder Name]

ID	Status	Time	Cost	Performance	Date Added	RoR Ref.	Dependency Title	Description	Additional Info	Rationale for Closure
01										
02										
03										
04										
D5										
D6										
D7										
D8										
09										
D10										
D11										
012										