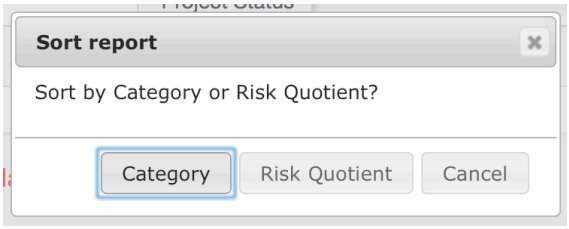
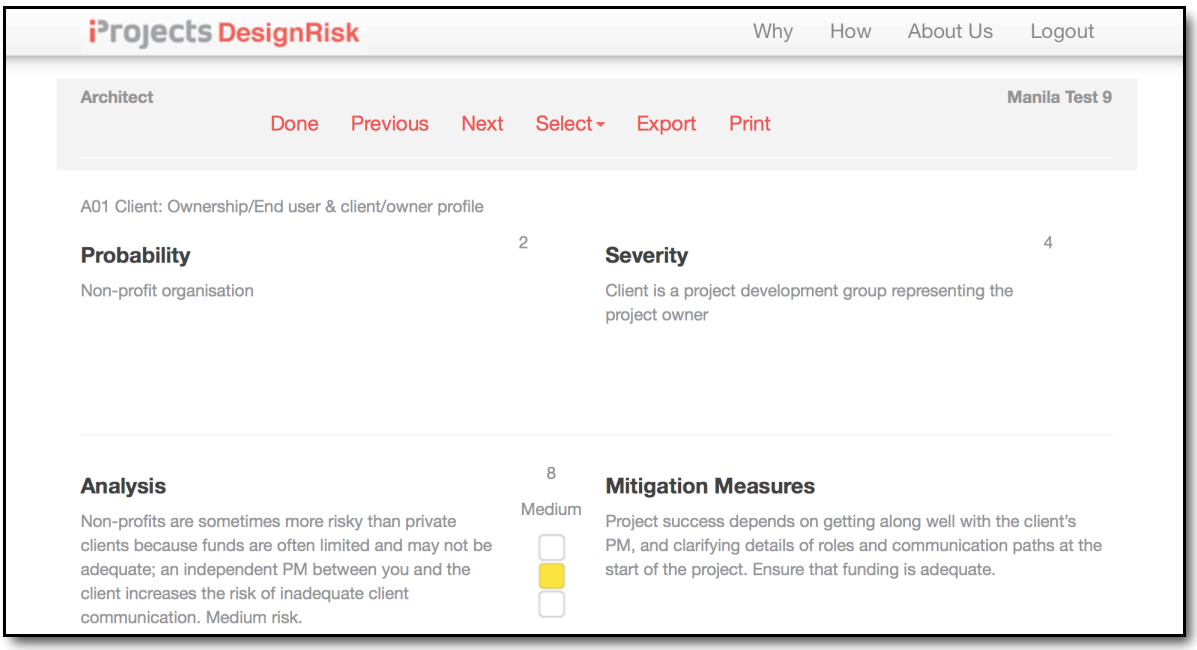
DR50: DesignRisk Exports

You can export a DesignRisk Report in either PDF or Excel format. To do either, click on the Export button on the Matrix page. It will display a dialog window:

This button allows you to sort the Report entries in alphanumeric order, or in order of highest risk to lowest risk according to the risk quotient. Generally you'd select the "Category" option.



The risk engine, in a minute or so, analyses your selections and assigns the corresponding risk assessment and risk mitigation strategies, presenting them in the format below, one category at a time.



You can review the Report using the Next and Previous buttons.

You can export the Report as a PDF file by clicking the Print button. This will result in an A4 size Report that will look like this on the first page …

… and like this on the second and further pages:

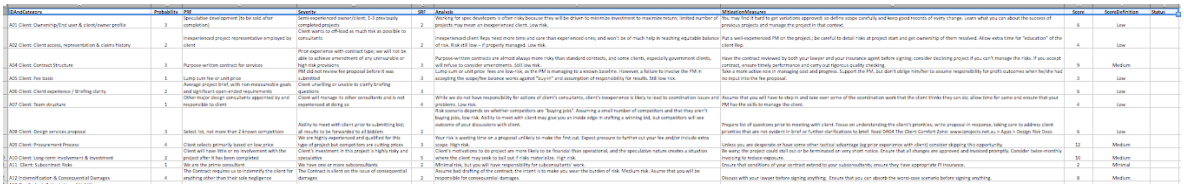
iProjects Design Risk

Category	Probability		Severity		Analysis	Score	Mitigation Measures	Status
A07 Client: Team structure	Other major design consultants appointed by and responsible to client	1	Client will manage its other consultants and is not experienced at doing so	4	While we do not have responsibility for actions of client's consultants, client's inexperience is likely to lead to coordination issues and problems. Low risk.	Low 4	Assume that you will have to step in and take over some of the coordination work that the client thinks they can do; allow time for same and ensure that your PM has the skills to manage the client.	
A08 Client: Design services proposal	Competitive open bidding	4	No opportunity to meet with client prior to submitting bid	3	The combination of competitive bidding and no client access makes this scenario medium risk. If, in addition, there are a lot of bidders and/or competitors are "buying jobs", risk of wasting time and money on proposing will be high.	Medium 12	Base go / no-go decision on whether the proposal cost times your strike rate is higher/lower than expected profit. Focus on understanding the client's priorities; write proposal in response, taking care to address client priorities that are not evident in brief	
A09 Client: Procurement Process	Client selects primarily based on low price	4	We are not well qualified for this type of project and competitors are cutting prices	4	Your risk is wasting time on a proposal unlikely to make the first cut. Expect pressure to further cut your fee and/or include extra scope. High risk.	High 16	Unless you are desperate or have some other tactical advantage (eg prior experience with client) consider skipping this opportunity.	

This is a fast and easy report that looks smart, but it has two limitations:

- It's not suitable for "public" use (eg outside the office) because it contains assessments for things like the client's propensity for litigation; and
- It's not suitable for tracking of risk throughout the project, because you can't add text in the narrow "Status" column. That's just there to remind you not to forget to do it.

To resolve these two issues, you need to export an Excel version of the Report, by clicking the Export button. The report you get will be formatted and will look like this (sorry you can't read this):



You will need to reformat it to make it usable. The output will be in Calibri font, 11 pt. We suggest that you first reduce the font size to 9 pt, Calibri, or Arial if you prefer. The goal is to adjust the column widths such that the whole Report (including a reasonable width column for Status) be made to fit on a landscape (horizontal) A3 or 11" x 17", with narrow margins.

Office Master Report

Once you've got the Report looking good, save it as your Office Master. However, as noted above, it will contain information that your client, and perhaps other people, should not see.

This Office Master is important as a guide for your project team, so it needs appropriate security controls to ensure it stays in the office. You may choose to limit access to the Project Manager and Project Director.

Project Risk Report

Make a copy of the Office Maser Report, identify it as the *Project Risk Report*, and make the following changes to it:

1. Review it carefully for any items that are personal about anybody else in the project team: Client, other consultants, and third parties such as building officials or government staff. Remove these items.
2. Review it further for content that would put your firm in a bad light, such as admitting your quality systems weren't as good as they should be. Remove these items.
3. REMOVE any items that are minimal risk, and those that are low-risk unless they involve action by others – these only make the Report longer, without adding much value. This is a case-by-case judgment call.
4. ADD any items of risk that are unique to the project and not covered by the Report structure. Follow the same format, and identify the risks, the analysis, and the appropriate mitigation measures. (This step should preferably be done on the *Office Master Report* – but if not, ensure it is done on this document.)
5. Confer with other consultants, and your subconsultants, to see if they have identified risks you haven't. If so, add them to the list, with appropriate analysis and mitigation strategies.
6. Add one more column to the Report, before the Status column, for "Responsibility". This means the firm or person who is responsible for carrying out the risk mitigation strategies (it might be you, the client, or any member of the project team – and it might be more than one entity in some cases).
7. When you are satisfied the document is right, and "covers all the bases", issue it to the project team and the client. We suggest sorting on Risk Quotient, so the key risks are at the top of the list.
8. Consider using this Report as part of your proposal to the client – in some cases it could be a powerful differentiator for your proposal.
9. Once the project is underway, keep the Status column updated, and table current copies at every project control meeting.
10. Once a risk item has passed (for example, all excavation is complete and no further latent conditions are expected), change the Incidence value to zero, and the item will drop to the bottom of the list if you are sorting on risk quotient.

For additional information on using the Report as a way of lowering your risk profile, see document DR51: ***Lower Your Risk Profile.***