



Deliverable D1.4 Summary – November 2017

This document provides the Risk and Contingency Plan for the NEWTON project.

In NEWTON project, there are three major risk categories:

- Management and Dissemination Risks: refers to project management, operations management, organization, resourcing, communication, quality, legislation, etc;
- Teaching Contents and Methodology Risks: refers to the teaching methodologies and course contents, pilots, proposed technologies, digital literacy and motivation;
- Technology Related Risks: may appear due to scope definition, requirements definition, estimates, assumptions and constraints and technology integration.

Once the risk is identified in one of aforementioned categories, then the responsibility for managing the risk is shared amongst all project consortium partners and reported to the Risk Manager. In this sense, the following steps are respected:

- Risk Registry: the Project Coordinator decides to register the risk and to select whether to proceed with mitigation strategies and implement contingency actions, especially for those that have an associated cost or resource requirement.
- Risk Assessment: implies the evaluation of different risks; in NEWTON, the risks are evaluated by using qualitative approaches and is calculated based on the probability that a risk will occur and its impact that would have on the whole project.
- Risk Response: for each identified risk, a response must be identified; it is the responsibility of the project team to select a risk response for each risk;
- Risk Response Approval is handled by the Project Coordinator with the concurrence from the Project Officer.
- Risk Contingency: is an act of preparing a series of activities for a risk, should it occur. The risk contingency actions will enable the project team to assess the course of action if a risk event will take place.
- Risk Response Management: is handled by the Project Coordinator and the WP leaders;
- Risk Reporting: risk factors and events will be monitored by the Risk Manager to determine if the trigger events that have occurred will indicate a real risk.

Each risk must be reported immediately to the Risk Manager. When required, the mitigating strategies and assigning the resources are immediately operated. The Risk Manager has the main role of taking a broad documentation about the risk factors and the mitigation strategies, reporting on risk updates at every monthly consortium meeting/call.

Deliverable D.1.4 (Risk Management Plan) has undergone a comprehensive review and improvement process trying to faithfully comply with the directives/suggestions of the reviewers.

The following modifications have been carried out to the deliverable:

1. Risk analysis has been completely reworked a new set of more project-specific risks has been identified and classified putting a particular care in stressing the interdependencies among different work packages and tasks.
2. Risks have been divided into three main categories: i) risks related to management and dissemination, ii) risks related to teaching contents and methodologies, and iii) technology-related risks. Risk dependency has been also considered by clearly highlighting which risks are common to all work packages or only to a subset of them.
3. Work Packages 6 and 7 (platform assessment and pilot tests) have been thoroughly analysed since they are crucial for the Project outcomes. A comprehensive risks analysis has been carried out for these two work packages highlighting their interdependencies and risks related to data collection, data analysis and interacting with teachers and learners have been clearly identified and mitigation/contingency actions proposed.
4. Risk Table structure has been simplified and risk classification and management is now carried out per-work package. This, in turn, ease the maintainance and the updating process of the risk tables as well as the whole risk management process.
5. Risk ownership and responsibility have been clearly defined and reported.
6. Risk contingency plan has been expanded and improved, and contingency start and stop triggers defined. The process to make informed decisions has been documented as well as the organizational structure in charge to carry out the recovery and restoration actions.

Under the management point of view, a significant effort has been put in order to implement a consortium-wide risk awareness and a clear workflow for risk management and assessment has been defined which includes dealing with risk assessment in each monthly consortium meeting and designating a Risk Manager in charge to monitor risk status and keeping up to date the risk table.