

**SEA MENTORS**

**SEAfarers Experiential Knowledge Based MENTORS** Project number: KA220-VET-93A876D8

**RISK ASSESMENT PLAN**

for SEA MENTORS

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Author:

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Project Details:

Title: SEA MENTORS – SEAfarers Experiential Knowledge Based MENTORS

Acronym: SEA MENTORS

Start Date: 01-11-2021

End Date: 01-11-2023

Coordinator: Mircea cel Batran Naval Academy

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# Risk Assessment Plan Outline

The general Risk Assessment plan will:

* Identify risks and uncertainties in the project plan and prescribe an agreed response strategy,
* Specify how areas of uncertainty impact project performance in duration, cost and output delivery,
* Prioritise and establish which extreme impact risks to eliminate completely and which require regular or minimal management attention,
* In case(s) of conflict, the resolution process will be mitigated by the management group, in the event that the management group cannot reach a quorum decision the coordinator will have the casting vote or make a decision in the best interests of the project,
* Include procedures on how to report unforeseen risks,

In the event of unforeseen risks occurring, the Management Group will mitigate and agree a strategic remedial action,

The Management Group which will consist of one representative from each partner organisation and will be chaired by the Project Coordinator.

The general Risk Assessment plan will include an emergency plan to cope with all risks which pose a significant threat to the integrity of the project.

The General Risk assessment plan, when finalised, will be uploaded to [the SEA MENTORS Drive shared folder](https://drive.google.com/drive/folders/1yE3uJ6UtnZUi44oThnh-dehjKXwYLGxg?usp=sharing).

Other areas of concern to be considered in both plans will be:

* Output quality,
* Data Protection,
* Consortium cooperation,
* Communication issues,
* Budget,
* Schedule.

The plans devised and agreed by the partners will provide the project's main measure to handle project risks.

##

## Areas of concern

## National and Staff Holidays

Scheduling and communications uncertainties may arise due to conflicts resulting from the distribution of National holidays. This is especially relevant when considering timing of deliverables and the scheduling of meetings.

**ACTION:**

* Each partner must provide to the Management Group a concise list of their National Holidays and also a list of staff holidays (where these are known) that will cause conflicts within the project schedule.
* The Management Group: will publish a combined holiday list for common reference.

## Product Outputs

Deadlines for product Outputs (particularly those that have a serious impact on the timely completion of the project) pose a serious risk. To minimise such risks all deliverables will be placed on the project Gantt chart (Time Line Chart) which will be updated on a regular basis and uploaded to [**the Drive shared folder**](https://drive.google.com/drive/folders/1yE3uJ6UtnZUi44oThnh-dehjKXwYLGxg?usp=sharing) of the project to view:

<https://drive.google.com/drive/folders/1yE3uJ6UtnZUi44oThnh-dehjKXwYLGxg?usp=sharing>

**ACTION:**

**Management Group to:**

* Regularly update the project Gantt chart to reflect a true representation of the current project status.
* By prudent and continual use of [the SEA MENTOR Drive shared folder](https://drive.google.com/drive/folders/1yE3uJ6UtnZUi44oThnh-dehjKXwYLGxg?usp=sharing) and dynamic Gantt chart Management Group will be able to predict and mitigate by swift and appropriate action any time line shortfalls that may occur in the project plan.

**Evaluation and Monitoring Group to:**

* Regularly consult the project Gantt chart, verify data authenticity and advise Management Group accordingly.

## Data loss

Data loss from computers and [the SEA MENTOR Drive shared folder](https://drive.google.com/drive/folders/1yE3uJ6UtnZUi44oThnh-dehjKXwYLGxg?usp=sharing) pose a significant threat to the success of the project. A strict data backup procedure will be implemented. All critical data and documentation should be backed up immediately following normal save procedures.

**ACTION:**

* Evaluation and Monitoring Group to:
* Ensure that [the SEA MENTOR Drive shared folder](https://drive.google.com/drive/folders/1yE3uJ6UtnZUi44oThnh-dehjKXwYLGxg?usp=sharing) is implementing adequate back up procedures.
* Ensure that the website, Matrix Software and its data base content are subject to an adequate backup regime.

## Online security

Online security is a serious concern, passwords should be of adequate strength, particularly for those partners with write and edit privileges to the website and [the SEA MENTOR Drive shared folder](https://drive.google.com/drive/folders/1yE3uJ6UtnZUi44oThnh-dehjKXwYLGxg?usp=sharing).

**ACTION:**

**All Partners to:**

* Ensure that they have strong passwords containing a mix of upper- and lower-case letters, numbers and at least one shift generated character.
* Ensure that if passwords are written down that they are secure and not left in public view. Evaluation and

**Monitoring Group to:**

* Ensure that all security updates relating to the online systems have been implemented.

## Budget

It is essential that each partner manage their financial allocations in a responsible and prudent manner in compliance with the budget to enable them to complete their project commitments.

**ACTION:**

**All Partners to:**

* Reduce risks by complying with EU financial regulations.
* Study the Financial Handbook and Erasmus Guideline with particular emphasis on flight boarding passes, and other subsistence and travel allowances, subcontractor payments and the application and accounting of Value Added Tax.

**The Management Group to:**

* Mitigated financial risks by a stringent analysis of the quarterly financial report templates from each partner,
* Perform a variance comparison to determine if the actual costs incurred comply with the budget projection and take immediate appropriate action if required.

## Schedule

It is essential that the projects schedule be correctly controlled to the times defined in the work packages. All items and work specified in the work packages must be delivered on time and in good order.

**ACTION:**

**Management Group to:**

* Maintain regular contact with all partners to ensure that the schedule of work is being completed in good time and in good order.
* Evaluation and Monitoring Group to:
* Ensure that all scheduled work is being completed in accordance to the Total Quality Management Plan.

## Quality of Outputs Risk

The maintenance of quality standards will be controlled by the Quality Control Group who will issue regular reports to Management Group covering not only the quality of the outputs being produced but also the general state of the project and the level of partner motivation.

## Conflict Resolution Risks

Conflict resolution risks will be mitigated by the system in place in the project for good communication between partners. However, should a conflict occur, that cannot be settled by consensus then the project coordinator will have the final say, for-stalling any stalemate situation.

## Website development risk

The risk to this development is low because the technology is well known and the project consortium has sufficient manpower and technical resources to cover any eventuality.

## Summary

Please ensure the success of this project by observing and complying with the above observations and recommendations.

**We are all responsible for the success of this project.**

**ACTION:**

**All Partners will:**

* report to the Evaluation and Monitoring Group risks for prompt remedial action as they become apparent (in or outside their particular areas of responsibility),
* please submit any additional critical risk assessments, that you feel are applicable, to the Evaluation and Monitoring Group for consideration and attachment as appendices to this document.

# Project Groups and Responsibilities

## Management Group:

This group will coordinate and monitor resources required for efficient project execution as outlined in Output Activities.

**Group Leader Organisation:** MBNA

**Group Leader Person:** Catalin POPA

**Coordination Support:** Ugurcan ACAR - MARITIME INNOVATORS PROJE EGITIM DANISMANLIK TICARET LIMITED SIRKETI

**Group Members:**

• Catalin POPA (MBNA)

• Uğurcan Acar (MARITIME INNOVATORS)

• Indre Mickeviciute (LMA)

• Artur Bogdanowicz (PNA)

• Tomaž Gregorič (Spinaker)

• Kalin Kalinov (NVNA)

## Evaluation and Monitoring Group:

This group will monitor, evaluate and adjust aspects of the project that are not performing to the specifications as defined in the Management and Total Quality Management Plan.

**Group Leader Organisation:** NVNA

**Group Leader:** Kalin Kalinov

**Group Members:**

• Catalin POPA (MBNA)

• Uğurcan Acar (MARITIME INNOVATORS)

• Indre Mickeviciute (LMA)

• Artur Bogdanowicz (PNA)

• Tomaž Gregorič (Spinaker)

• Kalin Kalinov (NVNA)

## Total Quality Control Group:

The TQMP will set quality targets and ensure that the project produces outputs which meet defined specifications to ensure the success of the project. The TQMP is essential for the timely conclusion of tasks and completion of Activities to the projects AQL (Acceptable Quality Level).

**Group Leader Organisation**: PNA

**Group Leader:** Artur Bogdanowicz

**Group Members:**

• Catalin POPA (MBNA)

• Uğurcan Acar (MARITIME INNOVATORS)

• Indre Mickeviciute (LMA)

• Artur Bogdanowicz (PNA)

• Tomaž Gregorič (Spinaker)

• Kalin Kalinov (NVNA)