

## SSF IT Risk Log – ISC10D013

### Information Technology Risk Log

The risk log contains all risks that have been identified. Explanations of the fields in the risk log are outlined below. The purpose is to provide a repository of information about risks, their analysis, countermeasures and status

No	Description	Likelihood	Severity of Effect	How is risk being managed/mitigated	Status (C, E)	Owner	Date (if applicable)	Impact Area
01	Network card failure	L	H	Provide another PC until network card is replaced	E	Roddas	19 March 2010	I
02	Office 2007 roll out	M	H	Ensure all users are kept informed when software is distributed.	C	Individual Users	22 March 2010	G
03	Network card failure on laptop	L	M	User to be supplied with a desktop PC	E	Oliver Springgate-Baginski	29 March 2010	I
04	Evacuation of Earlham Hall	H	H	Teaching Office re-located to blackdale, Academics have use of IT Lab in Arts 01.34.  Finance team, HOS staff relocated to EDU. LAW relocated to blackdale	E	Teaching Office and Law Academics	06 July 2010  22 July 2010	G
05	Non-return of IT equipment by leavers.	L	M	Failure to return UEA owned equipment, Improve communications and direct users to leavers form on shared drive.	E	FITSM	23 July 2010	R C, P
06	Reduction in staffing	L	M	Staff holidays, sickness, courses etc. Prioritise faculty work accordingly.	C	FITSM	2-Nov-2010	C, G, Q
07	Under spends	M	L	Failure to supply IT demands for the end of year budgets. Ensure all budgets are spent before order deadlines and spread over the financial year	C	Account holders	2-Nov-2010	B, EP
08	Academic Allowance	H	L	Advise users of deadlines	C	Account holders		B
09	Win 7 Rollout	H	H	Loss of data, install individually to users when	C	SSFIT	Aug 2010	C,

## SSF IT Risk Log – ISC10D013

				requested within the time limit.				P
10	Multi-budgets	M	L	Liaise with all FMs and budget holders and link to 5 yr plan	C	FMs. FITSM	2-Nov-2010	C, B
11	Virtual print server	M	H	Loss of printing for SSF, request another print server from ITCS.	C	FITSM, ITCS	Aug 2010	C, P
12	PGR Projects	M	M	PGR Students are not aware of policies and procedures. Inform students of this via PGR Office.	C	FITSM, PGR Office	Sept 2010	C
13	Late equipment requests	M	L	Inform users of the importance of pre-booking equipment.	C	SSFIT		C, P
14	Insufficient funding for IT (unplanned recruitment)	H	H	Advise school heads, FMs and Faculty Finance Manager	C	FITSM		C, B, P
15	Data security on different media	H	H	Advise users to comply with the ITCS Computer Security Policy and follow advice from the Security Improvement Project.	C	SSFIT	July 2010	C, P
16	Virus attack from external sources.	L	H	Keep all PCs updated with AV software, advise all users to keep laptops up-to-date and how to scan documents/email.	C	SSFIT	June 2010	C, P
17	Security breach	M	H	Advise all users about the policies in place and the reporting procedure.	C	FITSM	2 Oct 2010	C
18	Non-standard IT equipment	M	H	Purchased equipment without consultation with SSFIT. Advise all users that purchases must be verified by an IT technician prior to ordering. It Must be compatible with win 7.	C	SSFIT, Finance Team	2-Nov-2010	C, B, P
19	User local admin rights on PCs	H	L	Used for installation of software/hardware. Admin form for user to complete.	E	FITSM	14 Oct 2010	P
20	External funding	L	H	Cuts and reduced funding, Liaise with all finance departments.	C	FITSM		B, P, C
21	Non-ssf standard operating systems	M	H	IT support has a lack of knowledge and experience with other operating systems such as AppleMac, SCCM. This is an ongoing training	C	FITSM		

## SSF IT Risk Log – ISC10D013

			issue. Look for courses and liaise with ITCS.				
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### **Key to Risk Log:**

#### **Risk number allocated**

Unique identifier for each item in risk log.

#### **Description**

Summary of risk

#### **Likelihood of occurrence**

Provides an assessment on how likely it is that this risk will occur. Classifications are: L-Low(<30%) , M-Medium (31-70%), H-High(>70%).

#### **Severity of effect**

Provides an assessment of the impact that the occurrence of this risk would have on the team L-Low(<30%) , M-Medium (31-70%), H-High(>70%).

#### **How is risk being managed / mitigated**

Action to be taken to prevent, reduce or transfer the risk. This may include production of contingency plans.

#### **Status**

Indicates whether this is a current risk or if risk can no longer arise and impact on IT Support. Classifications are: C-current or E-ended.

#### **Owner**

Individual responsible for the ensuring this risk is appropriately managed and counter measures are undertaken.

#### **Date identified**

Record of when risk was identified.

#### **Impact Area**

B = budget	C = Communications	EUEA = External to UEA
P = Plan	R = Reputation	EP = External to project, but within UEA
Q = Quality	G = SSF/School/Dept	I - Individuals