

School of Environmental Sciences IT Risk Log – ISC10D016

Risk Log

The risk log contains risks that have been identified.

Explanations of the fields in the risk log are outlined below.

The purpose is to provide information about risks, their likelihood and impact

No	Description	Likelihood	Severity of Effect	Risk Management and Mitigation	Owner	Impact
1	Office 2007 roll out	M	H	Ensure all users are kept informed when software is distributed.	Individual Users, ENV IT	S
2	Win 7 Rollout	M	H	Loss of data, install individually to users when requested and within the time limit specified	ENV IT	C P
3	Failure of Workstation or Laptop	L	M	User to be supplied with a desktop PC or Laptop, ghost image of hard disk	Individual Users	I
4	Non-return of IT equipment by faculty and researches	L	M	Failure to return UEA owned equipment, Improve communications and explain UEA and School policy	School	R C P
5	Reduction in staffing	L	M	Staff holidays, sickness, courses etc. Prioritise faculty work accordingly.	School, Support Staff Manager	C S Q
6	Computing Budget	M	L	Liaise with HOS, FM and Support Staff Manager and link to 5 yr plan	FM, School, Support Staff Manager	C B
7	Print servers 32 and 64 bit	M	H	Loss of printing for ENV	ENV IT	C P
8	PGR Computers	M	M	PGR Students issued with computers made	PGR Office, IT	C

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				aware of the UEA and School policies and procedures.	Manager, School	
9	Late equipment requests	M	L	Inform users of the importance of pre-booking equipment.	ENV IT	C P
10	Insufficient funding for IT (unplanned recruitment)	H	H	Advise HOS, FM and Support Staff Manager	School, FM, Support Staff Manager	C B P
11	Data security on different media	H	H	Advise users to comply with the ITCS Computer Security Policy and Computer conditions of use	ENV IT	C P
12	Virus attack from external sources.	M	H	Keep all PCs updated with AV software; advise all users to keep workstations and laptops up-to-date and how to scan for viruses.	ENV IT	C P
13	Security breach	M	H	Advise all users about the policies in place and the reporting procedure.	ENV IT	C
14	Non-standard IT equipment	M	H	Do not purchased equipment without consultation with ENV IT. Advise all users that purchases must be verified by an IT technician prior to ordering	ENV IT, School	C B P
15	User local admin rights on PCs	H	L	Used for installation of software/hardware. Admin form for user to complete outside of the UEA firewall	ENV IT	P
16	Non-UEA standard operating systems	M	M	Support of other operating systems such as UNIX, LINUX, Mac etc.	ENV IT	I

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Key to Risk Log:

Risk number allocated

Identifier of 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.

Owner

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

Impact Area

B = budget	C = Communications	I - Individuals
P = Plan	R = Reputation	
Q = Quality	S =School	