IDAHO DEPARTMENT OF
HEALTH & WELFARE

YES: Children's Mental Health Reform Project

Risk Management Plan

Youth
Empowerment
Services

Project Leadership		
Name	**Title**	**Contact**
Pat Martelle	Lead Project Manger	208-334-6680
Klaus Hermann	Project Manager	208-334-5586

Introduction

The purpose of this risk management plan is to describe the management strategy for the YES Project and outline the strategies and methods by which the risk mitigation will occur. This document is a subset of the overall Project plan and is a living document that will be updated throughout the life of the implementation as needed. Updates and strategies need to be understood and accepted by all affected parties throughout the life of the project.

Scope

Goals and Objectives

- Develop a common understanding of risk across the YES project so that we can manage risk effectively and timely throughout the implementation.
- Ensure that risk is being managed throughout all phases of the project to ensure that tasks can be completed within scope, on time and on budget.
- Effectively manage risk so that the terms of the Jeff D. Settlement Agreement are met as written.
- Effective communication of the risks to all levels throughout the life of the Project.

Risk Management Strategy

The risk strategy of this Project is to support the implementation with coordinated processes, training, information and communication to facilitate an effective rollout of the new system of care as described in the Jeff D. Settlement Agreement and the Idaho Implementation Plan.

#	Goal/Objective	Strategy
1.	Develop a common understanding of risk across the YES Project so that we can manage risk effectively and timely throughout the implementation.	Clear communication (use of Communication plan) and regular updates of the risk related to each task on the project as the implementation progresses. Regular updates in status meetings and the status report as needed to provide clear communication to all stakeholders.
2.	Ensure that risk is being managed throughout all phases of the Project to ensure that tasks can be completed within scope, on	Use of the Risk Management plan and close management of each risk on a task by task basis to ensure that all risks are mitigated no matter how low or unlikely the risk is.

	time and on budget.	
3.	Effectively manage risk so that the terms of the Jeff D. Settlement Agreement are met as written.	Clear use of the Settlement Agreement and Idaho Implementation Plan in all phases of planning and process by the Implementation Monitoring Committee.
4.	Effective communication of the risks to all levels throughout the life of the Project.	Use of Communication plan/matrix and Risk Management plan to identify roles and responsibilities, what is being communicated to whom, when it is communicated and how often.

Project Risk Analysis

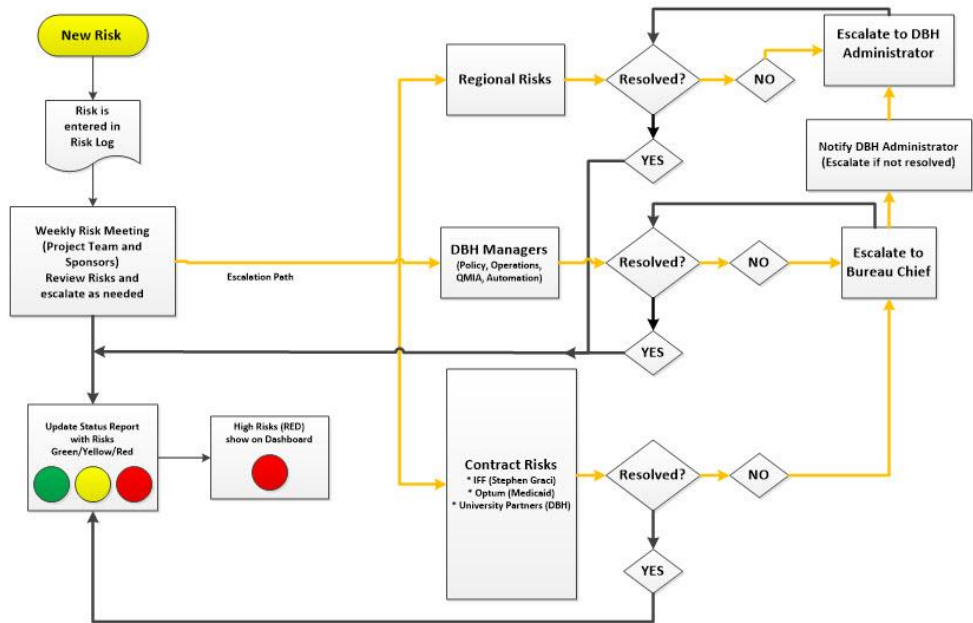| What	Method	Responsibility
Date Risk Added	Each identified project risk will be entered into the Project Risk Log.	Project Manager will categorize each project risk by severity and impact, which will use three corresponding colors (Green, Yellow and Red). The gradients of severity correspond to an analysis of the risk being: • high-impact, high probability = red • high-impact, low probability = green or yellow • low-impact, low probability = green • low-impact, high probability = yellow
Risk Matrix	The Risk Matrix will explain the different levels of probability and impact for each risk identified.	Ample opportunities communicated and made available for key stakeholders to participate and be heard in the process.
Project Risk Log	The Project Risk Log will be housed on the internal Share point site.	Any project related risks will be added to the Project Risk log in an ongoing basis. The Project Risk Log can only be viewed internally, along with its status.
High Risks	High risks will both be identified on the Project Risk Log as well as on the Project Dashboard.	High risks will be added to the Project Dashboard view as soon as they have been entered.
Escalation Path	Risks identified will have an identified ascending escalation path.	See escalation diagram.

Sample Risk Log

Project Name	YES Project									
Last Updated	6-Jul-16									
#	Risk Title	Risk Description/Impact	Date Identified	Risk Category	Status	Owner	Risk Rating	Risk Mitigation Strategy	Date Closed
1	Provider Training	Lack of new providers needed for training	7/3/2016	Project	Open	Scott	High	Add more new providers to the project	
2	Parent Network Workshop	Parents availablity for scheduled date.	7/5/2016	Project	Open	Jennifer	Medium	Provide alternative dates to parents.	

Sample Risk Matrix

Risk Escalation Diagram

YES Project Risk Escalation Path

Method and Delivery

Roles and Responsibilities

Resource	Role	Responsibilities
Pat Martelle	Lead PM	• Champion project activities and messaging, provide leadership on scope, budget and resources, communicate project activities as assigned, coordinate all project activities around Idaho Implementation Plan objectives and additional objectives as developed, communicate status, timelines, scope, risk, issues and project plan updates, lead clinical planning and implementation work.
Klaus Hermann	YES PM	• Provide project management and coordinate planning activities for all Idaho Implementation Plan objectives, communicate status, timelines, scope, risk, issues and project plan updates, communicate all project activities as assigned
Seth Schreiber	CANS Lead	• CANS implementation on YES project including automation, finalization of CANS tool determination of Class Member and ICC profiles, communicate status, timelines, scope, risk, issues and project plan updates, communicate all project activities as assigned.
Cindy Day	Medicaid PM	• Provide project management for Medicaid deliverables and milestones on YES project, communicate status, timelines, scope, risk, issues and project plan updates, communicate all project activities as assigned.
Jennifer Fishman	DBH Business Lead	• Provide project management and coordinate planning and implementation activities as assigned; communicate status, timelines, scope, risk, issues and project plan updates, communicate all project activities as assigned.

Risk Communication

The Lead Project Manager will maintain a SharePoint site for the overall project and subprojects that will contain all documentation related to activities including, planning documentation, status reporting, issue and risk documents and other items as determined. All project team members will be able to view this documentation as needed. "Very high" level and "High" level risks will show on the SharePoint dashboard for quick updates to the status of these risks.

Dates to Deliver	Messaging	Audience	Method of Delivery	Content Owner
Weekly (Thurs)	Risk updates	Project Team, Sponsors	Status report	DBH Project Managers
As needed	Updates to mitigation and assigned risks	YES Project Managers	Meeting, status report, email, other communications methods as needed	Team member the risks are assigned to