

# RISK PROFILE ASSESSMENT: BUSINESS CASE ASSESSMENT CRITERIA

RISK VALUE	STRATEGIC CONTEXT	STAKEHOLDERS	JURISDICTION	SCOPE	COMPLEXITY	CAPABILITY AND CAPACITY
5	Explicitly stated in University strategy. A critical initiative to achieve goals.	Major Impact. Multiple stakeholders involved or impacted. Involves Stakeholders across all University Colleges and Shared Services, all students, Regulatory authorities.	Involves complete delivery of services off-shore.	Impacts all University, and critical stakeholders (e.g. Community, Industry). Multi-year programme of work, with multiple workstreams/projects.	Novel and innovative. Mission critical system, extensive links to other systems. Significant customisation of elements. New construction, greenfields development, complex heritage, complex and protracted procurement process.	Requires dedicated project specific resourcing. High demand on both internal and external (contracted) resourcing, critical dependency on lead contractor/supplier.
4	Implied in University Strategy.	Significant Impact. Multiple stakeholders involved or impacted. Impacts all Colleges and Shared Services. May include stakeholders in NZ and off-shore.	Involves international collaboration and partial delivery of services off-shore.	Directly impacts all University services. Project duration greater than 12 months, project team greater than 15, and multiple workstreams, or sub-projects exist.	Stable technology, new application. Some customisation. New or existing non-standard construction, and/or some heritage sensitivities. Standard procurement process.	Limited internal capability to undertake project, Significant outsourcing of external support and/or services. Dependent on lead contractor/supplier.
3	Enables University strategy.	Moderate Impact. Multiple stakeholders, project involves multiple Colleges and/or Shared Services.	Involves international research collaboration.	Indirectly impacts all University services. Project duration greater than 12 months, project team greater than 15.	Stable technology, new application. Routine data migration required. Standard configuration. New or existing facility non-standard construction. Standard procurement process.	Moderate experience on medium scale projects using external support to supplement internal capability, but largely delivered by internal resourcing.
2	Supports University Strategy, identified as key strategic initiative in Division/College Plan.	Some impact. Stakeholders confined to one College, or one Shared Service.	Involves in-bound international students. No jurisdiction issues.	Some impact across multiple Colleges or Shared Services. Project duration less than 12mths, and project team less than 15.	Stable proven technology. Standard configuration. New or existing standard construction. Standard procurement process.	Proven track record on small scale projects. Single supplier.
1	Links to Departmental strategy	No material impact, stakeholders confined to departmental user.	New Zealand based only.	No significant impact on organisational services beyond immediate work group. Project timeline less than 6mths and project team less than 5.	No technology impact. No infrastructure impacts.	Managed by in-house staff. No external resources or supplier support required.
<b>TOTAL</b>	0	0	0	0	0	0

**TO CALCULATE RISK SCORE HIT F9 ONCE COMPLETE**

Value Score	>\$300k	>= \$1M	>= \$5M	>= \$10M
<=30	L	H	VH	VH
<=24	L	H	VH	VH
<=18	L	M	H	VH
<=12	L	M	H	H
=6	L	M	H	H

INSTRUCTIONS: (1) Assign a risk value for each criteria in the table to the left. Total all rows for Risk Score. Use the matrix above to plot the Risk Score against the Value of the initiative to find the Risk Rating (L/M/H/VH), then use this to determine which business case template to use from the table below.

RISK RATING	BUSINESS CASE TEMPLATE REQUIREMENT
Very High	Single Stage or Two Stage
High	Single Stage or Two Stage
Moderate	Single Stage (Light) or Single Stage
Low	Short Form or Single Stage (Light)

For final determination, please discuss with the Strategic Project Management Office. Note: Projects greater than \$10M in total project cost are automatically Very High risk and where you are working on interconnected cases with common benefits you may be required to use the Programme Business Case template (Print the completed RPA form and attach with the business case).