

Minnesota Health Insurance Exchange (MNHIX)

Risk Identification Checklist



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RISK IDENTIFICATION CHECKLIST

Risk identification is an ongoing process, which is monitored and updated throughout the lifecycle of the project by the Project Management Officer and the MNHIX Project Team Members. Risk identification provides opportunities, cues and information that surface major risks before they adversely affect the success of the Project. The answers to the following list of questions could form a list of potential risks that may adversely affect the project.

Area	Question	Yes	No
Requirements	Are the requirements consistent with the strategic objectives and goals?		
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	Are the requirements technically feasible?		
	Is there consensus among the stakeholders about the requirements?		
	Are the requirements subject to significant change based on external development?		
	Are MNHIX's requirements clearly stated and achievable?		
	Does MNHIX understand the specific responsibilities that they will have?		
	Is there a clearly defined change control procedure in place?		
	Are clear acceptance procedures in place?		
	Does the project present certain technical challenges?		
	Have standard processes been identified for implementation?		
Capabilities	Will sufficiently skilled and capable personnel be available?		
	Are management and all resource providing organizational units committed to making the needed resources available?		
	Are the end user groups willing and able to adapt to change?		
Knowledge	Is information about the external environment (e.g. market, competitors, and regulation) available, accurate, and timely?		
Reliability	Are the expected techniques and technologies to be used new		

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	and untested or "tried and true?"		
	Is there a track record of similar projects?		
Constraints	Is there latitude for deviation from the expected costs and timeline?		
	How stringent are the project requirements?		
Time Frame	Do the project milestones depend on other internal initiatives?		
	Do the project milestones depend on outside events?		
Funds	Are sufficient funds committed for the project?		
	<p>Have the cost of resources been properly estimated?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Staffing <ul style="list-style-type: none"> <input type="checkbox"/> Number of people needed <input type="checkbox"/> Cost of people involved <input type="checkbox"/> Training <input type="checkbox"/> Technology <ul style="list-style-type: none"> <input type="checkbox"/> Third party costs (subcontractors, partners, etc.) 		
Management	Is management results-oriented?		
	Is management willing to grant Request Owner a level of authority commensurate with its level of responsibility?		
	Does the culture facilitate building effective teams?		
	Does the culture utilize collaboration and cooperation?		
	Have MNHIX requirements been clearly communicated to the team fulfilling them?		
	Does each team understand MNHIX's responsibilities?		
	Is there a monitoring process in place to ensure that the business case objectives are realized?		
	Has the change control procedure been shared with each team and is it being followed?		
	Is adequate staff in place to meet project requirement?		

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	Do the team members have the skills and experience required to meet service request requirements?		
	Are team members familiar with the methodology, techniques and approaches to be used on the Project?		
	Is there any indication that MNHIX sponsorship may be in jeopardy?		
	Are formal and informal meetings conducted to ensure that MNHIX expectations are being met?		