

ID Concern [reg.]	Category / Element	Risk Short Title	Description	Desired Outcome	Current Situation	Proposed Strategy	Risk (three-part) Statement			Current Risk			Response	Mitigating Action / Response				Manageability	Residual Risk	Risk Owner	Target Review Date	Close Date	Last Review Date		
							Cause	Risk Event [uncertainty]	Consequence	Probability	Impact	Score (PxI)		ID	Action	Action Owner	Due Date							Close Date	Notes
C00002 02	C5 Suppliers / Vendors	Coordination of NGOs/Partners	Ensuring effective collaboration and avoiding overlaps or conflicts with other participating NGOs and partners during the "Christmas with Hope 2024" food drive project.	A clear and cooperative framework established for all NGOs and partners involved, ensuring seamless collaboration and optimized resource distribution without duplication of efforts. <b>Could Go Wrong?</b> 1. Miscommunication or lack of coordination leading to overlapping efforts or resource allocation. 2. Conflicting agendas among participating NGOs causing disruption. 3. Resource competition potentially affecting the project's overall reach and impact.	The project involves partnerships with various NGOs and civil societies. While there is an outlined structure for cooperation, the risk of misalignment remains as activities run concurrently across all 36 states.	1. Regular Coordination Meetings, both physical and virtual, to align on roles, responsibilities and timelines. 2. Centralized Communication Platform for all partners to share updates and feedback. 3. Defined Roles for each participating organization. 4. Needs Assessment to adapt to the current situation in different regions. 5. Monitoring Mechanism for oversight during all project phases to ensure collaboration remains efficient and issues are addressed in real-time.	Clear communication and collaborative guidelines not established,	Coordination failures may occur between NGOs and partners,	Overlapping efforts, conflicts, and reduced effectiveness of the food drive initiative.	4	4	16	Mitigate	#1	Set up a weekly meeting with stakeholders	Mukoro, Juliet	12Dec24	Open	3	8	Mukoro, Juliet	23Feb25	Open	17Nov24	
													#2	Setup Monitoring Mechanism through PHC project Dashboard	Winter, David	12Dec24	Open								
C00003 03	C1 Feasibility/Business Case	Community Coordination and Notification Challenges	Delays or miscommunications when notifying and coordinating with community leaders may disrupt project timelines, affecting the efficiency and impact of the Christmas With Hope project.	Effective and timely communication with community leaders to ensure smooth coordination, minimize delays, and maintain the project schedule. <b>Could Go Wrong?</b> Miscommunications or delays in notifying key community leaders could result in logistical setbacks, reduced community participation, and potential conflicts that impact the planned distribution timeline.	Coordination efforts involve notifying community leaders with at least one week's notice before a planned visit to ensure their awareness and preparedness for the project activities	1. Establish clear communication protocols and timelines. 2. Use multiple channels (phone calls, emails, physical visits) for outreach to community leaders. 3. Assign a dedicated liaison team for follow-ups and confirmations. 4. Maintain a communication log for tracking notifications and responses.	Inefficient communication methods or insufficient notice periods for community leaders.	Delayed or miscommunicated notification of community leaders.	Project schedule disruptions and decreased effectiveness in meeting the project's goals of food distribution to vulnerable populations.	4	4	16	Mitigate	#1	Initiate community outreach and awareness programme	Mukoro, Juliet	12Dec24	Open	3	8	Mukoro, Juliet	27Apr25	Open	17Nov24	
													#2	Set up series of meetings with local leaders to identify barriers to enrollment.	Mukoro, Juliet	12Dec24	Open								
C00004 04	M4 Project Resourcing	Logistical Challenges in Food Distribution.	Difficulties are anticipated in transporting food items to all 36 states, which could lead to delays in distribution. Additionally, roadblocks and issues accessing certain communities may arise due to infrastructure problems or security concerns.	Timely and effective distribution of food items to all targeted states without significant delays or disruptions. <b>Could Go Wrong?</b> 1. Delays in delivery schedules. 2. Inability to reach certain communities, leading to unequal distribution. 3. Increased costs due to rerouting or additional logistical support.	Existing plans may not sufficiently account for infrastructure weaknesses or security issues that impact specific regions. There is a risk that these factors could impede the successful execution of the distribution plan.	1. Identify and map alternative routes that bypass known infrastructure problem areas. 2. Collaborate with local authorities and security agencies for safe passage through sensitive regions. 3. Engage logistics partners experienced in operating under challenging conditions. 4. Prepare contingency plans for each state, including emergency response measures for delays.	1. Poor infrastructure and security concerns. 2. Uneven distribution of food items.	Roadblocks, access issues, or delays in reaching communities.	1. Compromised project's timeline. 2. Dissatisfaction among recipients. 3. Potentially strained relationships with local partners.	4	3	12	Mitigate	#1	Identify sources for food supply.	Mukoro, Juliet	27Nov24	Open	3	6	Mukoro, Juliet	20Dec24	Open	17Nov24	
													#2	Establish list of local authorities for consultation on goods transport into their regions.	Winter, David	27Nov24	Open								
													#3	Identify logistic partners for advice on transportation of food.	Winter, David	27Nov24	Open								

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C00006 06	M3 Communication	Registration and Beneficiary Verification	Ensuring accurate and comprehensive registration of beneficiaries to ensure support reaches the most vulnerable groups. Challenges in this process can lead to discrepancies or incomplete coverage, impacting the overall success of the project.	A thorough and reliable registration process that guarantees that aid reaches all intended beneficiaries, minimizing errors and gaps in coverage.	Registration is scheduled between December 19th and 20th across 36 states, but ensuring consistency and accuracy in data collection and verification poses a challenge.	1. Implement robust data verification tools. 2. Train volunteers on accurate data collection practices. 3. Set up a monitoring system to double-check registration lists.	Lack of consistent data validation methods and sufficient training for volunteers involved in registration.	Discrepancies or errors in the registration of beneficiaries.	Potential for missed coverage and reduced impact of the aid distribution, undermining the project's objective to support the most in need.	4	2	8	Mitigate	#1	Brainstorm session on what verification tools.	Mukoro, Juliet	27Nov24	Open	4	6	Mukoro, Juliet	24Dec24	Open	17Nov24
				<p><b>Could Go Wrong?</b></p> <p>1. Registration inaccuracies resulting in some beneficiaries being left out. 2. Incomplete data that prevents accurate tracking and validation. 3. Delays in registration could hinder timely distribution.</p>																				
C00007 07	M9 Health / Safety / Environment	Budget Overspending	Potential cost overruns may occur due to unforeseen expenses or emergency needs that exceed the allocated project reserve.	Maintain expenditures within the allocated budget, ensuring financial resources are managed effectively without exceeding the reserve.	The project has an allocated reserve of NGN 100,000 for emergencies, but there are risks of unplanned expenses related to logistics, procurement, or volunteer support exceeding this reserve.	1. Establish a stringent budget review and oversight process to monitor expenses closely. 2. Create contingency plans to reallocate funds without compromising critical activities. 3. Seek additional financial backing from partners or supplementary sources if emergency needs surpass the reserve.	Unforeseen costs related to project logistics and emergency responses.	Expenditure surpassing the allocated project budget.	Potential project delays or inability to cover essential needs, impacting overall delivery and beneficiaries' support.	3	4	12	Mitigate	#1	Establish a budget review process.	Winter, David	27Nov24	Open	3	8	Winter, David	31Dec24	Open	17Nov24
				<p><b>Could Go Wrong?</b></p> <p>If emergency needs arise or unforeseen expenses surface, they could push total expenditures beyond the planned budget, leading to financial strain and reduced project effectiveness.</p>																				
C00008 08	M4 Project Resourcing	Monitoring and Reporting Challenges	Ensuring real-time monitoring and accurate reporting across all project phases and locations presents difficulties. This can affect the project's ability to maintain transparency and ensure timely intervention when needed.	Effective monitoring mechanisms that provide real-time data and ensure consistent and accurate reporting across all locations involved in the project.	The project plan involves concurrent activities across multiple states, emphasizing the need for a comprehensive, real-time monitoring system to oversee operations effectively.	1. Implement an integrated real-time reporting system. 2. Train volunteers and stakeholders on accurate data entry and reporting processes. 3. Assign dedicated teams to oversee data collection and verification.	Limited resources and the scale of operations could lead to challenges in ensuring timely and uniform data collection.	Real-time monitoring and reporting fall short or are delayed.	Potential misallocation of resources, reduced project efficiency, and a failure to achieve desired project outcomes.	3	3	9	Mitigate	#1	Implement a real-time reporting system	Winter, David	27Nov24	Open	3	6	Mukoro, Juliet	31Dec24	Open	17Nov24
				<p><b>Could Go Wrong?</b></p> <p>Inaccuracies or delays in monitoring and reporting could result in mismanagement of resources, oversight failures, and a lack of timely responses to critical issues.</p>																				