

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
C00001 01	C3 Finance / Funding	Funding Shortfalls	The Christmas with Hope project faces potential challenges related to insufficient financial contributions. This could impact the procurement, logistics, and overall execution of the project, which aims to provide food supplies to vulnerable groups across Nigeria. The budget estimate for the project is NGN 100,000,000 for all 36 states, with allocations for procurement, logistics, volunteer support, and emergency reserves.	Ensure full financial coverage to support the procurement, packaging, logistics, and distribution of food items to meet the project's objectives without disruption. Could Go Wrong? Without sufficient funding, the project may experience delays, reduced coverage, or complete cancellation, affecting its ability to support vulnerable communities effectively during the Christmas period.	Proposals and requests for financial contributions are part of the ongoing action plan. Currently the funding sources are few. Building of a Funding Needs calculator spreadsheet is in progress.	1. Increase outreach to potential partners, including NGOs, civil societies, and companies. 2. Launch targeted fundraising campaigns and apply for grants to secure additional funds. 3. Strengthen financial tracking and budget adjustments to maximize existing resources. 4. Explore partnerships for in-kind contributions, such as food donations or logistical support.	Insufficient financial contributions.	Delays or limitations in procurement and distribution.	Reduced project impact, affecting the goal of supporting vulnerable households during Christmas.	4	5 H-1 C-5 Q-3 S-2	20	Mitigate	#1	Make register of partnerships [Latest: NGOs list started.]	Winter, David	26Nov24	Open	5	12	Winter, David	20Dec24	Open	17Nov24	
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. Could Go Wrong? 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 H-1 C-1 Q-3 S-1	16	Mitigate	#1	Set up a weekly meeting with stakeholders	Mukoro, Juliet	12Dec24	Open	3	8	Mukoro, Juliet	23Feb25	Open	17Nov24	
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. Could Go Wrong? Miscommunication s 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 H-1 C-1 Q-3 S-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							

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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. Could Go Wrong? 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.	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	
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. Could Go Wrong? 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	
C00005 05	M1 Project Management	Volunteer Management Across Multiple States	Coordinating and managing a large team of volunteers spread across various states presents challenges in maintaining consistency and ensuring the effectiveness of operations.	A streamlined process for volunteer coordination that ensures uniformity in procedures, high engagement levels, and impactful contribution in all regions. Could Go Wrong? Inconsistent communication, varied levels of volunteer training, logistical inefficiencies, and potential misalignment of goals among different teams.	A large volunteer base is involved across multiple states, each with unique operational conditions and potentially different interpretations of their roles.	1. Develop a centralized communication and training protocol. 2. Implement state-level volunteer leads for localized oversight. 3. Establish regular feedback loops and performance check-ins. 4. Use digital tools for streamlined coordination and task management.	A decentralized volunteer structure operating across multiple states.	Inconsistent volunteer efforts leading to operational inefficiencies.	Reduced overall project effectiveness and potential gaps in service delivery.	4	4	16	Mitigate	#1	Develop a centralised communication and training protocol.	Winter, David	27Nov24	Open	2	6	Winter, David	20Dec24	Open	17Nov24	
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. Could Go Wrong? 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.	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	

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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. <u>Could Go Wrong?</u> Inaccuracies or delays in monitoring and reporting could result in mismanagement of resources, oversight failures, and a lack of timely responses to critical issues.	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	
														#2	Training volunteers and stakeholders on data entry and reporting processes.	Mukoro, Juliet	27Nov24	Open							
														#3	Assign a dedicated team to oversee data collection and verification.	Winter, David	27Nov24	Open							
C00009 09	M1 Project Management	Technological and Communication Barriers	The potential issues with using technology for coordination, particularly in rural areas with limited or no connectivity.	Seamless and effective coordination across all project activities, even in regions with connectivity challenges. <u>Could Go Wrong?</u> Delays in communication, poor data transmission, reduced effectiveness of coordination, and failure in real-time updates during the project phases.	Existing coordination processes rely on technology, which may not be consistent across all targeted rural areas due to infrastructure limitations.	1. Incorporate offline data collection methods to be synchronized when connectivity is available. 2. Train volunteers and stakeholders on alternative communication tools. 3. Utilize radio communication or community-based coordination where technology is limited.	Limited network infrastructure and high dependence on technological tools in rural areas.	Communication interruptions leading to poor coordination among volunteers and teams.	Inefficiencies in project implementation, increased response times, and potential failure to meet timelines.	1	1	1	Mitigate	#1	Incorporate offline data collection methods and synchronise when connectivity is available.	Winter, David	27Nov24	Open	5	1	Winter, David	31Dec24	Open	17Nov24	
														#2	Train volunteers and stakeholders on alternative communication tools.	Winter, David	27Nov24	Open							
														#3	Utilise radio communication or community-based coordination where technology is limited.	Winter, David	27Nov24	Open							