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		Date: 7/14/2009		
Assignment: Guest Lecture Series Risk Assessment				
Risk	Probability	Impact	Primary Response	Response Actions or Rationale
Low attendance	High	Medium	Mitigate	Approach faculty partners, heavily advertise, use other KIIC projects to cross advertise. Create master list of KIIC partners (churches, social halls, etc.) and communicate all events with them.
Speaker no show	Low	High	Retain/Assume	Allow speaker to participate in date selection.
Technical Difficulties (mic., projection)	Medium	Medium	Transfer	Schedule AV Tech on site during presentations
Space unavailable	Low	Medium	Mitigate	Secure space before communicating date, establish priority with space holder ("event is sponsored by the college and trumps other requests.")
Inability to schedule speakers	High	High	Mitigate	Begin date selection as soon as possible, publish matrix for speakers to select available dates.
Inappropriate use of venue by speaker/ personal agenda, off topic,	Low	Low	Retain/Assume	Due to low/low, assume speakers know Ursuline vision and will be professional, remain on topic
Lead/student team member early departure from team (change majors, drop, etc.)	Low	High	Mitigate	keep communication lines open among grad student leads and students so that one hand knows what the other is doing. Low likelihood of graduate early
Wiki failure	Medium	Medium	Retain/Assume	If wiki is down, it won't last long. Since this is a communication vehicle, email can be used as backup. Calendar should be distributed in email and paper as a failsafe.
Unacceptable ad copy	Low	Low	Retain/Assume	Check in on the graphics students to make sure the ad copy is developing as an accurate and effective representation of project vision.
Photographer no-show	Medium	Low	Retain/Assume	Photographer can come to a subsequent session, or host can bring a backup camera.
No budget for food	Medium	Low	Retain/Assume	Event can occur without food.
Faculty Lecture Series dates overlap	Low	High	Avoid	Check faculty lecture calendar for any overlaps before determining dates.
Demographics concerns	Medium	Low	Mitigate	Email and computer (the Wiki) may not be available to everyone. We suggest using church programs, and posting paper flyers where available to make sure folks who do not have i-net access can attend.