Risk Management and Human Resource Management Plans

Guidelines and Scoring Rubric

**Purpose**

The purpose of the Nurse Executive Track Concluding Graduate Experience (CGE) is to prepare the current and emerging leader for an important part of leadership practice: Leading Organizational Change. Through this point in the CGE your preparation for leading organizational change have focused on planning concepts and tools for practice change, process change, or quality improvement projects. You have explored and practiced the following project management concepts thus far:

* PICOT Development
* Project Charter
* Scope of Work
* Communication Plan
* Project Deliverables
* Critical Success Factors
* Work Breakdown Structure (WBS)
* Gantt Chart

The next step in our planning process is to assign the work packages from the WBS to colleagues who will be accountable or responsible for that particular task or sub-task. The project is a team effort. The analogy of a team might be useful here to help illustrate the roles involved. The project sponsor might be compared to the team owner. The sponsor usually is not involved in the everyday activities of the project. They are there to support by getting the right people involved and helping find funding when needed. The Project Manager can be compared to either the coach or the quarterback of a football team, depending on the size and scope of the project. The PM might act as a coach for larger projects. In this case the PM will make calls from the sideline and send plays into the captains on the field. In smaller projects the PM might be like the quarterback with a more narrow focus, calling the plays and also actively participating in the activity. The team has many more players, all with unique knowledge and skill sets, who are vital to getting the project to completion. Each player has a role. Each project team member also has a role and is responsible for executing their role. Often the roles are interdependent and if one person fails in their role it can impact may other moving parts of the project. For this assignment, the student will envision themselves a coach. You will take your WBS project tasks and assign them to specific colleagues. The assignment may be listed either as the role title, the person’s name, or both. When complete, the PM will know whom to contact regarding each task or sub-task of the project. You also have your Gantt chart which will tell you and the task manager the expected amount of time to accomplish their task.

This week you will also complete the last planning activity before transitioning to execution. Every change initiative, practice change, or process change faces risk that could potentially derail the project and lead to project failure. The successful PM learns to look ahead or “see around corners” and identify potential risks. Not all risks are equally as likely or as consequential. You will make some judgement calls about ranking the risk. You will also forecast other elements of potential risks and catalogue all of that in a table known as a risk register.

In this assignment, students document, track and manage project’s risks and utilization of human resources. The risk management will be accomplished through the use of a Risk Register chart.

Using the Risk Register is a way to identify, document and manage all of the risks associated with a project. The chart details provide an easy way to scan for level of risk, status, potential responses, who is responsible for the risk in addition to the project manager or other details needed to manage the risk. This is a great way to keep everyone informed when this document is presented at the weekly team meetings and in communication with all stakeholders.

Another key tool is called the RACI chart which helps you identify who is responsible, accountable, consulted, or informed for each major project task. The RACI (responsible, accountable, consulted, informed) chart will help manage and track utilization of human resources; this facilitates monitoring and control as well as provides one means of communication. It documents and makes it clear who is responsible for bringing the task to completion, on time, on budget.

**Course Outcomes**

Through this assignment, the student will demonstrate the ability to

CO 1: Apply evidence-based leadership skills and concepts in the execution and evaluation of an executive-level practice change project. (POs 4, 5)

**Due Date:** Sunday 11:59 p.m. MT at the end of Week 3.

**Total Points Possible: 100**

# Requirements

1. Complete the Risk Register and RACI documents for your project.
2. Grammar, spelling, punctuation, references, and citations are consistent with formal academic writing and APA format as expressed in the 6th edition.

# Preparing the paper

1. All potential project risks must be identified and added to your risk register.
2. The RACI chart must provide the responsibility, accountability, consulted, or informed status for each member of the team for all major project tasks following the RACI example.
3. Ideas and information from professional sources must be cited correctly using the 6th edition of the APA manual.
4. Grammar, spelling, punctuation, references, and citations are consistent with formal academic writing.

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| --- | --- | --- | --- |
| **Category** | **Points** | **%** | **Description** |
| Risk Registry Part 1 | 25 | 25 | In this section you will develop part 1 of the risk registry including the following components:   * Utilize risk registry template * Risk registry includes number of risks and rank category * Risk registry includes risk and description |
| Risk Registry Part 2 | 25 | 25 | In this section you will develop part 2 of the risk registry including the following components:   * Utilize risk registry template * Risk registry includes triggers and potential responses * Risk registry includes the probability and impact * Risk registry includes risk owner and status |
| RACI chart includes all major tasks and subtasks identified in the WBS with the responsibility, accountability, consulted, or informed status for each member of the team. | 40 | 40 | RACI Chart is complete and includes all of the following elements:   * All project major tasks WBS are included * All subtasks from the WBS are included * Team members are identified by name and/or title for each major task and subtask * Every team member is assigned an R, A, C, or I |
| Grammar, spelling, punctuation, references, and citations are consistent with formal academic writing and APA format as expressed in the 7th edition. | 10 | 10 | Grammar, spelling, punctuation, references, and citations are consistent with formal academic writing and APA format as expressed in the 7th edition. |
| **Total** | **50** | **100** | **A quality assignment will meet or exceed all of the above requirements.** |

**Grading Rubric**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assignment Criteria** | Distinguished  (100%) | Exceeds  (92%) | | Proficient  (84%) | Needs Improvement  (0%) |
|  |  |  | |  |  |
| Risk Registry Part 1 | **25 Points** | **23 Points** | | **21 Points** | **0 Points** |
| Distinguished presentation of information evidenced by **all the following** covered in a comprehensive and concise manner:   * Utilize risk registry template * Risk registry includes number of risks and rank category * Risk registry includes risk and description | Presentation of information exceeds expectations evidenced by most requirements covered in a comprehensive and concise manner, but with **one area where coverage is superficial:**   * Utilize risk registry template * Risk registry includes number of risks and rank category * Risk registry includes risk and description | | Proficient presentation of information evidenced by content covered in a **limited or superficial manner in two or more** of the following:   * Utilize risk registry template * Risk registry includes number of risks and rank category * Risk registry includes risk and description | Presentation of information needs improvement as evidenced by content that is **missing or unsatisfactory in one or more** of the following:   * Utilize risk registry template * Risk registry includes number of risks and rank category * Risk registry includes risk and description |
|  | **25 Points** | **23 Points** | | **21 Points** | **0 Points** |
| Risk Registry Part 2 | Distinguished presentation of information evidenced by **all the following** covered in a comprehensive and concise manner:   * Utilize risk registry template * Risk registry includes triggers and potential responses * Risk registry includes the probability and impact * Risk registry includes risk owner and status | Presentation of information exceeds expectations evidenced by most requirements covered in a comprehensive and concise manner, but with **one area where coverage is superficial:** Utilize re   * Utilize risk registry template * Risk registry includes triggers and potential responses * Risk registry includes the probability and impact * Risk registry includes risk owner and status | | Proficient presentation of information evidenced by content covered in a **limited or superficial manner in two or more** of the following:   * Utilize risk registry template * Risk registry includes triggers and potential responses * Risk registry includes the probability and impact * Risk registry includes risk owner and status | Presentation of information needs improvement as evidenced by content that is **missing or unsatisfactory in one or more** of the following:   * Utilize risk registry template * Risk registry includes triggers and potential responses * Risk registry includes the probability and impact * Risk registry includes risk owner and status |
| RACI chart includes all major tasks and subtasks identified in the WBS with the responsibility, accountability, consulted, or informed status for each member of the team. | **40 Points** | **37 Points** | | **34 Points** | **0 Points** |
| RACI Chart is complete and includes all of the following elements:   * All project major tasks WBS are included * All subtasks from the WBS are included * Team members are identified by name and/or title for each major task and subtask * Every team member is assigned an R, A, C, or I | One of the following parts of the RACI is missing information:   * All project major tasks WBS are included * All subtasks from the WBS are included * Team members are identified by name and/or title for each major task and subtask * Every team member is assigned an R, A, C, or I | | Two of the following parts of the RACI is missing information:   * All project major tasks WBS are included * All subtasks from the WBS are included * Team members are identified by name and/or title for each major task and subtask * Every team member is assigned an R, A, C, or I | The RACI is incomplete and there is evidence of more than two omissions of information |
| **Content Subtotal** | | | |  | **\_\_\_\_\_of 90 points** |
| **Format**  **Possible Points = 10 Points** |  | |  |  |  |
| Grammar, spelling, punctuation, references, and citations are consistent with formal academic writing and APA format as expressed in the 7th edition. | **10 Points** | | **9 Points** | **8 Points** | **0 Points** |
| No grammar, spelling, punctuation, reference, citation, or APA errors | | 1-2 total grammar, spelling, punctuation, reference, citation, or APA errors | 3-5 more total grammar, spelling, punctuation, reference, citation, or APA errors | 6 or more total grammar, spelling, punctuation, reference, citation, or APA errors |
| **Format Subtotal** | | | |
| **Total Points** | | | |  | **\_\_\_\_\_of 100 points** |