

WINGMATE
RISK MANAGEMENT PROGRAM

Version 1.1
July/07/2019

VERSION HISTORY

Version #	Implemented By	Revision Date	Approved By	Reason
1.0	<i>Mike Jarema</i>	<09/21/16>	<i>Matt Leuschner</i>	Initial Risk Management Plan draft
1.1	<i>Matt Leuschner</i>	<07/07/19>	<i>Investors</i>	<i>Current Branding Gopher to Wingmate</i>

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1. INTRODUCTION

1.1. PURPOSE OF THE RISK MANAGEMENT PLAN

To mitigate risks to all Wingmate clients and partners

A risk is an event or condition that, if it occurs, could have a positive or negative effect on a client's objectives. Risk Management is the process of identifying, assessing, responding to, monitoring, and reporting risks. This Risk Management Plan defines how risks associated with the *Wingmate* will be identified, analyzed, and managed. It outlines how risk management activities will be performed, recorded, and monitored throughout the lifecycle of the client and provides templates and practices for recording and prioritizing risks.

2. RISK MANAGEMENT PROCEDURE

2.1. PROCESS

The manager working with the client team will ensure that risks are actively identified, analyzed, and managed throughout the life of the client. Risks will be identified as early as possible in the client so as to minimize their impact. The steps for accomplishing this are outlined in the following sections. Matt Leuschner will serve as the Risk Manager.

2.2. RISK IDENTIFICATION

Risk identification will involve the client team, appropriate stakeholders, and will include an evaluation of organizational culture and the client management plan including the client scope. Careful attention will be given to the client deliverables.

2.3. RISK ANALYSIS

All risks identified will be assessed to identify the range of possible client outcomes. Qualification will be used to determine which risks are the top risks to pursue and respond to and which risks can be ignored.

2.3.1. Qualitative Risk Analysis

The probability and impact of occurrence for each identified risk will be assessed by the client manager, with input from the client team using the following approach:

Probability

- High – Greater than 80% probability of occurrence
- Medium – Between 40% and 80% probability of occurrence
- Low – Below 40% probability of occurrence

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High – Risk that has the potential to greatly impact client cost, client schedule or performance

- Medium – Risk that has the potential to slightly impact client cost, client schedule or performance
- Low – Risk that has relatively little impact on cost, schedule or performance

Risks that fall within the RED and YELLOW zones will have risk response planning which may include both a risk mitigation and a risk contingency plan.

2.3.2. Quantitative Risk Analysis

Analysis of risk events that have been prioritized using the qualitative risk analysis process and their affect on client activities will be estimated, a numerical rating applied to each risk based on this analysis, and then documented in this section of the risk management plan.

2.4. RISK RESPONSE PLANNING

Each major risk (those falling in the Red & Yellow zones) will be assigned to a team member for monitoring purposes to ensure that the risk will not “fall through the cracks”.

For each major risk, one of the following approaches will be selected to address it:

- **Avoid** – eliminate the threat by eliminating the cause
- **Mitigate** – Identify ways to reduce the probability or the impact of the risk
- **Accept** – Nothing will be done
- **Transfer** – Make another party responsible for the risk

For each risk that will be mitigated, the Wingmate team will identify ways to prevent the risk from occurring or reduce its impact or probability of occurring. This may include prototyping, adding tasks to the client schedule, adding resources, etc.

For each major risk that is to be mitigated or that is accepted, a course of action will be outlined for the event that the risk does materialize in order to minimize its impact.

2.5. RISK MONITORING, CONTROLLING, AND REPORTING

The level of risk on a client will be tracked, monitored and reported throughout the client lifecycle.

All client change requests will be analyzed for their possible impact to the client risks. Management will be notified of important changes to risk status as a component to the Executive Client Status Report.

RISK MANAGEMENT PLAN APPROVAL

The undersigned acknowledge they have reviewed the **Risk Management Plan** for the Wingmate client. Changes to this Risk Management Plan will be coordinated with and approved by the undersigned or their designated representatives.

Print Name: _____
Matt Leuschner

Title: _____
President

Print Name: _____
Mike Jarema

Title: _____
CTO