

**RUBRIC
Risk Management**

Identified Risk	Risk Management Strategies	Action
<p>University of Newcastle project goals not aligned with overall RUBRIC project goals and deliverables</p>	<ul style="list-style-type: none"> • Produce project documentation for Newcastle • Report on project management activities in-line with RUBRIC goals 	<ul style="list-style-type: none"> • Provide status reports and updates to RUBRIC Central Project team • Provide regular status reports to the University Librarian. • Participate in RUBRIC project Manager meetings and attend FOSTER Days • Document and distribute (SharePoint) University of Newcastle project charter • Project Charter signoff by Business Owner

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<p>Repository not populated</p>	<ul style="list-style-type: none"> • Create awareness of the RUBRIC Project • Publicise IR implementation • Involve stakeholders • Determine mechanisms for recruiting content and recruit content 	<ul style="list-style-type: none"> • Develop marketing plan • Develop communication plan • Develop plan for content recruitment • Distribute Rubric Newsletter (for Newcastle) • Meet with stakeholders • Identify potential 'champions' and follow-up

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<p>Selected solution not compatible with University of Newcastle needs</p>	<ul style="list-style-type: none"> • Identify the needs of the University of Newcastle in relation to required IR services • Determine hardware requirements (if needed) • Ensure IR solution is compatible with the Newcastle IT environment 	<ul style="list-style-type: none"> • Conduct a service needs analysis • Develop a Service Model for Newcastle • Develop a Collection Management Policy for Newcastle • Document hardware specification requirements as identified by RUBRIC Technology Manager • Include Newcastle IT staff in discussions on specifications and operating environment of the chosen solution

Identified Risk	Risk Management Strategies	Action
<p>Support mechanisms not embedded so as to ensure sustainability post implementation</p>	<ul style="list-style-type: none"> • Determine the required support needs post implementation and build appropriate framework • Identify ongoing resource requirements to support the IR 	<ul style="list-style-type: none"> • Develop support plan in collaboration with relevant stakeholders • Develop training programs and materials to support the working repository • Train relevant staff • Develop and document support procedures and identify staff responsibilities

Identified Risk	Risk Management Strategies	Action
Sustainable workflows not implemented	<ul style="list-style-type: none"> • Determine the workflows required to support ongoing operation and services of the IR 	<ul style="list-style-type: none"> • Document workflow process • Develop mechanisms to support and deliver required workflows

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Repository users experience system problems or bugs in their use of the working repository	<ul style="list-style-type: none"> • Ensure QA processes for repository services 	<ul style="list-style-type: none"> • Conduct user acceptance testing and respond to results

Developed for inclusion in Project Charter
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