EINFOSE – Risk Management Plan

This Plan is prepared with an aim to lower as much as possible the risks by identifying, analysing and planning the optimal solutions for solving them.
The risk management activities are meant to cover following areas:

During the EINFOSE Project implementation we shall seek to overcome all known obstacles, such as the allocated budget and the rules related to its spending, time constraint, regular duties and teaching load of the teachers/researchers participating in project teams by constantly monitoring all project activities and making appropriate decisions at Project Management Team sessions (on-line or in situ during transnational project meetings).

Having in mind that most obstacles usually arise from interpersonal communication, complexity of the project itself or external factors such as the political or economic instability, we believe that only two 'big' problems could have a bigger influence on the implementation of EINFOSE:

- Lack of the experience in coordinating project with eight partners from different European countries, and

- Unsecure external circumstances in some partner countries (for example, current situation in Turkey). (See Table 1)

To avoid or lower the risks, the project Management Team (PMT) will be responsible for:

- continuous monitoring of all quantitative and qualitative aspects of the partnership
- continuous monitoring of the budget
- careful monitoring of time-table and accomplished achievements for planned activities within the project
- managing the integration of all project's components
- supporting the Project Coordinator (PC) in preparing the reports.

If some conflicts occur during the implementation period, the PC and PMT will engage in a rational discourse to identify the best solution. The partners agreed that the coordinator is responsible for finding the problem solution including the proposal of potential compromises between positions of partners. If the situation is not improving because of the remaining misunderstandings, the PMT will make decisions and communicate them to all partners.

Although it is agreed that the coordinator will engage in detailed communication with partners who significantly lag behind the schedule, it is possible that the coordinator will have to visit partner site in person. In such situations, the coordinator will use PM funds to solve the problem.

Conflict and risk management will be one of the duties of the PMT along with the principal coordinator (PC).

Since the PM&A methodology include all issues related to Time, Cost, Quality, Change, Risk, Acceptance and Communications Management Processes with appropriate methods, the primary challenge of PMT is to achieve all of the project goals.

Table 1. List of possible/anticipated risks

Risk No.	Cause	Consequence	Proposed solution
1.	Fail to satisfy the Agency's evaluation criteria	Absence of getting the rest of the Project's budget (25%)	Manage the project goals and planned outcomes throughout the project implementation
2.	Lack of experience in coordinating project with eight partners from different European countries	Failing in implementation of the optimal PM&I procedures	1. Benchmark the successful Erasmus +, Strategic partnership projects and talk to project coordinators 2. Strengthen the collaboration between partners and define the decision making process which will be based upon commonly accepted agreements at the level of PMT
3.	Partner countries becoming unstable (for example, current situation in Turkey).	Decision not to travel to Turkey	Plan B: the planned multiplier event in Ankara (October, 2017) will be held in Borös at the same time when the third transnational meeting takes place there.
4.	Sustainability of the EINFOSE results, especially summer schools after the end of the project.	Discontinuation in summer schools organization	Active marketing and dissemination of the results
5.	Lack of interest in EINFOSE Recommendation from EUCLID and other professional associations	Recommendations accepted but not implemented at partners HEIs and in EU	Active marketing and dissemination of the results
6.	Administrative rules in certain partner institutions that restrict working time	Lower number of project team members	Redistributing the tasks
7.	Different paying models for intellectual outcomes	High taxes	Other ways of awarding team members (research funds for travel etc.)
8.	High taxes on bank transfer	Bank fees for each transfer	Talks to bank and manage transfer wisely
9.	Students' drop out after the first week of in situ summer school.	Fewer students from other programs enrolled at graduate programs in IS	To prevent this situation, the contracts with students will be signed stating all their responsibilities and penalties in case of the unjustified withdraw
10.	Expenses reported against the plans	Not enough money from the funding to fulfil such activities	If such costs will appear, the PC will encourage the partners to search for additional/internal funds for the project.
11.	Project's goals misinterpreted		Explanation of the goals, activities and time line to all the partners at the kick-off meeting
12.	Duplication of efforts		Transparency of all activities and easy monitoring of each partner's contribution.