



## Specific Interest Group On Project Risk Management

\*\*\* SIG Of The Year, 1999/2000 \*\*\*

### *Minutes of Meeting*

**Date:** 11th October 2001  
**Location:** Railtrack, East Anglia House,  
Great Eastern Street, London

#### **Present:**

|                     |                       |                    |                      |
|---------------------|-----------------------|--------------------|----------------------|
| Allan, Heather      | BMT DSL               | Orman, Gerald      | ORA                  |
| Barr, S             | EDS                   | Paxton, Stephen    | Alstom               |
| Bhuller, Preet      | BMT DSL               | Perks, Graham      | LAIPT, MoD           |
| Bloe, J             | Grantrail             | Pethybridge, S     | QinetiQ              |
| Brown, Russell      | MoD DPA               | Rawlings, Philip   | Eurolog              |
| Close, Paul         | ICL                   | Ritchie, Alexander | Thales Avionics Ltd  |
| Desai, Piyush       | Vector Management     | Robinson, Mary     | AWE                  |
| Duxbury-Williams, C | EDS                   | Sanger, Colston    | Antelope             |
| Gray, Keith         | Business Growth Solns | Scarborough, Dave  | ICL                  |
| Harrison, Jeremy    | Railtrack             | Stone, Richard     | BMT DSL              |
| Hindley, Guy        | BAE Systems           | Tatman, Keith      | RPS Group            |
| Isaac, Ian          | BT Cellnet            | Tuxford, Terry     | AWE                  |
| Jackson, Ian        | BMT DSL               | Vawser, Brian      | CDG International    |
| Kimber, Jose        | Camfield Consultants  | Vogwell, Deborah   | DLE                  |
| Mahmood, A          | Grantrail             | Ward, Aidan        | Antelope             |
| McDougall, Angus    | BMT DSL               | Warner, Mark       | BMT DSL              |
| Mullin, Frank       | EDS                   | Webb, A            | Alan Webb Consulting |
| Northcote, Eric     | Deloitte & Touche     | Williams, C        | LINE International   |

36 Attendees

Apologies received from: Ken Dawson, Chris Day, Roger Gamble, Margaret Greenwood, David Hillson, Josie Lee, Rod Pullen, Simon Robertson, Jochen Schneider, Dina Shah, Steve Simister, Dave Troughton, Bernadette Walsh, Richard Webb, Nike Williams.

#### **Introduction**

The Chairman introduced the meeting and welcomed the attendees. Jeremy Harrison of Railtrack welcomed everyone to the venue.

APM Web Site: [www.apm.org.uk](http://www.apm.org.uk)

Risk SIG Web Site: [www.eurolog.demon.co.uk](http://www.eurolog.demon.co.uk)

For Risk SIG information, including software list, reading list and risk training courses.

## **Minutes of last meeting**

The minutes from the previous meeting (12 July 2001) were agreed.

### **APM Business**

There was no specific APM business raised.

### **SIG Business**

#### **Morning Workshop**

Colston Sanger gave a brief presentation on the key findings of the morning workshop. Highlights from the workshop will be published on the web-site when they become available.

#### **Training and Seminars**

Apologies were received from the newly elected post-holders. Training and seminars updates will be provided at the next meeting (to be held on January 17<sup>th</sup>, 2002).

#### **Next workshop**

Suggestions for the next workshop (to be held on the morning of the April meeting) were sought. A number of suggestions were made, the one which was chosen has the working title "Behavioural and communication characteristics required for Senior Management for successful risk management". The aims of the workshop will be developed more fully prior to next April. Please contact the secretary if you wish to be involved in developing the workshop.

#### **Tools and Techniques**

Dave Scarbrough is currently undertaking a full review of the tools database to make a distinction between strictly project risk tools and other risk management and decision support tools. Please provide him with your input and suggestions.

#### **Specific Qualifications**

Andrew Chalklen has developed a syllabus for an APM Specific Qualification in risk management. This was distributed by e-mail to SIG members and comments were invited. Thank you all for your responses, which have been forwarded to Andrew. Andrew will be invited to review these comments and address the SIG at the January meeting on the way forward.

#### **PRAM Guide**

It was agreed that a PRAM working group should be established. The aim of this group will be to determine if an update strategy is required, define the strategy, and implement changes to the PRAM guide in line with the strategy. The Chairman will nominate one of the SIG members to lead this working group. Please contact the secretary if you wish to be involved in the working group.

#### **Election of a new Chairman**

Philip Rawlings noted that this was the last full meeting that he would chair as his 2 year tenure as Chairman is now ending. Requests for nominees were asked for and Eric Northcote was proposed. Eric, currently Secretary, will resign from his post as Secretary. Jeremy Harrison was nominated for the role of Secretary. Eric agreed that he would accept the role of Chairman for a period of one year with an option to stand for election again for a further 2

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years. This would ensure that the stagger between change of Chairman and Secretary was maintained.

It was agreed that should anyone else wish to stand for the position of Chairman, please contact Philip Rawlings prior to November 30<sup>th</sup>. If any further nominations are received then a vote will be held at the meeting on the 17<sup>th</sup> January 2002.

## Date of Next Meetings

The next meeting will be on Thursday 17<sup>th</sup> January 2002 at the Stonecutter Court offices of Deloitte & Touche, London. The future meeting dates thereafter are:

Thursday 11<sup>th</sup> April 2002

Thursday 11<sup>th</sup> July 2002

Thursday 10<sup>th</sup> October 2002

## Meeting Speakers

“INQUEST – An Excel Based Decision Aid”

*Ken Newland, Quintec*

“Approaches to Risk Management at BT Cellnet”

*Ian Isaac, BT Cellnet*

“A Manifesto for Risk Management professionals”

*Aidan Ward, Antelope Projects*

Copies of there presentations will be made available at [www.apm.org.uk](http://www.apm.org.uk) (Risk SIG)

## MEETING CLOSED

## Risk SIG Contacts

Membership enquiries, copies of minutes, and meeting details :

|                     |   |
|---------------------|---|
| SECRETARY           | Eric Northcote<br>Deloitte & Touche<br>Stonecutter Court<br>1 Stonecutter Street<br>London EC4A 4TR<br>Tel: 020 7303 7908<br>Fax: 020 7583 1198<br>e-mail: <a href="mailto:eric.northcote@deloitte.co.uk">eric.northcote@deloitte.co.uk</a> |
| CHAIRMAN            | Philip Rawlings □ Euro Log Ltd □ Orlando House, 3 High Street, □ Teddington □ Middlesex, TW11 8NP □ Tel: 020 8977 4407 □ Fax: 020 8977 3714 □ e-mail: <a href="mailto:philipr@eurolog.co.uk">philipr@eurolog.co.uk</a>                      |
| TRAINING & SEMINARS | Josie Lee<br>Knowledgepool,<br>Tel: 01573 604116<br>Fax: 01753 604075<br>e-mail: <a href="mailto:josie.lee@knowledgepool.com">josie.lee@knowledgepool.com</a>   |
| TECHNIQUES & TOOLS  | Dave Scarbrough<br>ICL Principal Business Risk Consultant<br>Tel: 07867 822 917<br>Fax 01344 893000<br>e-mail: <a href="mailto:Dave.Scarbrough@icl.com">Dave.Scarbrough@icl.com</a>   |

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