



Specific Interest Group On Project Risk Management

*** SIG Of The Year, 1999/00 ***

Minutes of Meeting

Date: 12 October 2000
Location: IBM Southbank, London

Present:

Alexandra, David	Triskele Ltd	McNab, Charles	CAPM
Bloe, Jon	Grantrail	Moore, Andrew	BAe Systems
Brassington, Jim	Alstec	Morgan, David	MoD DPA
Coupland, Peter	BNFL	Newland, Ken	Quintec Associates
Desai, Piyush	VML	Ocock, Mike	Anser Conspectus
Evans, Roy	VML	Paxton, Stephen	BAe Systems (Marine)
Fangman, Heather	BMT DSL	Perks, Graham	LISA
Gamble, Roger	Bull	Pullen, Rod	DERA
Gray, Keith	KRG Consulting	Rainey, Peter	Rolls Royce
Guif, Alexandre	Airbus Industrie	Rawlings, Philip	Euro Log Ltd
Hayes, Ross		Scarborough, Dave	ICL
Hilson, David	PMP	Smyth, Gill	VML
Hopkinson, Martin	HVR	Watson, Richard	Cogna Ltd
Hoskins, Phil	EC Harris	Webb, Alan	Alan Webb Management Consultancy
Isaac, Ian	BT Cellnet		BAe Systems
Jobling, Paul	WS Atkins		BT
Knott, John	BAae Systems		
Lowe, Tony	Risk Decisions Ltd	Webb, Richard	
McArdle, Gerry	Airbus Industrie	Williams, Jim	

36 Attendees

Apologies for Absence:

Peter Reekie

1 Minutes of Last Meeting - 12th July 2000

Philip Rawlings introduced the meeting and apologised for the lack of minutes for the past three meetings. The secretary, Peter Reekie, was unable to write up the minutes due to a job change and new responsibilities. The chairman stated that there are future plans to put the minutes and presentations on the APM website in PDF format. Additionally, notifications and minutes should now go out by e-mail if possible.

2 Selection of new Secretary

Philip stated that the election for a new secretary would take place at the next meeting in January. He called for volunteers and explained that the main duties of the Risk SIG secretary are the writing of the minutes and the organisation of speakers for the meetings. Anyone interested should send a brief resume to Philip; these would be available in the calling notice for the January meeting.

3 APM Business

A meeting took place on Tuesday 10 October between APM chairman (M. Greenwood), the Chief Executive of the APM (D Strange) and officers of the PMI UK chapter to discuss closer the liaison between APM and PMI UK Chapter. It was agreed to work closely together wherever possible (for example, APM is sponsoring the PMI Europe 2001 conference in June 2001 which is hosted by PMI UK Chapter). The threat of legal action (re. proposed name change from APM to IPM) was mentioned in passing and the PMI UK Chapter agreed to try to get this dropped as a goodwill gesture in the light of the new collaborative arrangement.

David Hilson pointed out that we should work with the PMI and try to improve relations through working together. He encouraged APM Risk SIG members to check out the PMI Risk SIG. Website: <http://www.risksig.com>

4 Specific qualifications for APM risk discipline

The draft of APM risk syllabus had been sent out to the group. It has been originally written by Karl Shaw and finished by Andrew Chalklen. It is felt that the document is of a good quality but there has not been a lot of response from the group. It was commented that "measuring effectiveness" and "Return of Investment (ROI) of RM system" should be addressed. The group agreed that this was not a feat that could be easily achieved.

The courses are not just based on PRAM because the PRAM definition is not the only one in existence and this has been taken into consideration. The chairman explained that the intention is to approve the course by the end of the year and to implement it by January 2001. Consequently, the trainers have to be trained before January 2001. Peter Simon (APM) will be in charge of ensuring the consistency across the business.

The chairman specified that IRM have agreed to adopt APM qualification.

Alan Webb raised the question as to whether the exam would be set and corrected by training providers. The chairman explained that the exams would be set by training providers unlike the APMP. The APM and SIG will propose exams but not write them. Alan pointed out that this is a confidentiality risk as the trainers could leak answers. Moreover, it is dangerous to have training providers who will also be examiners.

4 SIG Business

Tools and Techniques

As proposed in the last meeting, Dave Scarbrough from ICL (Tools and Techniques officer) requests that SIG members take the time to fill in the attached questionnaire (Excel file). The file can also be downloaded from the APM website. This survey aims to have a better view of risk tools & techniques actually used today and/or their possible use in the future. Dave will collate the results and, subject to the number of responses, present them at the next meeting. To maintain confidentiality, Dave guarantees to destroy your replies when they have collated.

Website: <http://www.apm.org.uk/>

Additional Information:

Dave proposed to Phil Rawlings, and he has agreed, that we have a session in the next meeting about tips and techniques. So far Dave has 3 'tipsters'! David Hillson has agreed to present his structured "risk metalanguage" to help distinguish between causes of risk, genuine risks, and the effects of risks. Dave will present one of his on how to determine containment actions.

Either Dave or, his colleague, Paul Close will present 'cashflowing contingency' which is the timescale forecasting of the need for monetary contingency.

The above tips will each only take about 5 - 10 minutes to present.

Dave is looking for some other members to present your tip or technique that you use, as above it need only be a short presentation. Please respond to Dave at dave.scarbrough@icl.com if you are willing to present.

Training and Seminars

Gerry McArdle, SIG training and seminars officer, informed the group that she has sent out letters to the training providers listed on the APM website training database requesting a formal update of the training descriptions. Additionally, any new training providers can see Gerry during the break to arrange for their training to be advertised on the APM website. The database should be updated by December 2000 and responses are due no later than 15 December. It is available at <http://www.apm.org.uk/>

Due to unavoidable events, the seminar for the October meeting today had to be cancelled. As a reminder, Gerry presented the seminar rules (attachment) and called for suggestions for a topic for the next seminar in April 2001. No proposition was put forward. Gerry has since agreed with M. Ocock that the cancelled seminar, "Investigating Integrated risk management" would take place in April 2001 in the morning preceding the APM Sig meeting as per rules.

PRAM Update

Phil stated that The PRAM Guide, first published in 1997 is currently being updated. The current goal is to have it finished by the end of the year.

Future events

Conference of Risk reputation - 15 & 16 November 2000

"Project World" - 22 & 23 November 2000 at NEC Birmingham

"Engineering Council" - 25 November 2000 (SIG members should try to go to this seminar to represent APM)

"PMI Europe 2001 - the Fourth European Project Management Conference" - Café Royal 6 & 7 June 2001 - "Best PM event in Europe next year!"

6 Date of Next Meetings

The next meeting will be on Thursday 11th January at 14:00, but the venue has yet to be decided. The chairman asked for volunteers to suggest a venue. The future meeting dates are:

- ❖ Thursday 12 April 2001
- ❖ Thursday 12 July 2001
- ❖ Thursday 11 October 2001

Post-meeting note: a Central London venue has been offered for 11Jan00 – to be confirmed in the calling notice.

7 Meeting Speakers

"Astute Project" - Andrew Moore, BAE Systems

"Railtrack" - J Harrison, Railtrack

Copies of these presentations are available at www.apm.org.uk (Risk SIG)

MEETING CLOSED

Risk SIG Contacts

Membership enquiries, copies of minutes, and meeting details :

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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: philipr@eurolog.co.uk
TRAINING & SEMINARS	Gerry McArdle A3XX Risk Manager AI/LB-VR Airbus Industrie 1 rond point Maurice Bellonte 31700 Blagnac France Tel: 0033-5-62110803 Fax: 0033-5-62110648 e-mail: gerry.mcardle@airbus.fr
TECHNIQUES & TOOLS	Dave Scarbrough ICL Principal Business Risk Consultant Tel: 01344 472136 Fax 01344 473000 e-mail: Dave.Scarbrough@icl.com

APM Web Site: <http://www.apm.org.uk/>

For Risk SIG Information, including Software List, Reading List and Risk Training Courses