

### QSO 349 Module Five Activity Guidelines and Rubric

There are four activity assignments in this course that provide practice in developing key components of successful procurement planning and management. The fourth activity is the preparation of a risk register or log.

Develop a five-column risk register for the case study that you selected for your final project in the style of Figure 7-9 in the textbook. In your submission, identify possible risks and, for each, the probability of occurrence, impact, response, and assignment of responsibility to prevent or mitigate the risk. In two to three paragraphs, summarize the significance of a risk register for a successful procurement.

**Guidelines for Submission:** The risk register should be a one- to two-page Microsoft Word document, including diagrams or spreadsheets as appropriate, with double spacing, 12-point Times New Roman font, and one-inch margins.

**Instructor Feedback:** This activity uses an integrated rubric in Blackboard. Students can view instructor feedback in the Grade Center. For more information, review [these instructions](#).

Critical Elements	Proficient (100%)	Needs Improvement (75%)	Not Evident (0%)	Value
<b>Risk Identification</b>	Identifies and prioritizes possible risks for the procurement case study	Identifies possible risks for the procurement case study; however, risks are not clearly prioritized	Does not identify possible risks for the procurement case study	15
<b>Probability of Risk Occurrence</b>	Indicates the probability of occurrence for each risk identified	Indicates the probability of occurrence for each risk identified, but the basis for assigning probabilities is not explained	Does not indicate the probability of occurrence for each risk identified	15
<b>Potential Impact of Risk</b>	Indicates the potential impact of each risk identified	Indicates the potential impact of some, but not all, of the identified risks, or the level of impact for some risks is not appropriate	Does not indicate the potential impact of any identified risks	15
<b>Risk Response</b>	States an appropriate response for each risk identified	States responses for the risks identified; however, responses are generic, vague, or illogical	Does not state an appropriate response for each risk identified	15
<b>Risk Responsibility</b>	Assigns the responsibility to prevent or mitigate the risk to a specific person or role	Assigns the responsibility to prevent or mitigate most but not all of the identified risks to a specific person or role, or the assignments are not appropriate	Does not assign the responsibility to prevent or mitigate any of the identified risks to a specific person or role	15

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<b>Significance of Risk Register</b>	Describes the significance of a risk register to project success	Describes the significance of a risk register to project success; however, description is incomplete or unclear	Does not describe the significance of a risk register to project success	15
<b>Articulation of Response</b>	Submission has no major errors related to spelling, syntax, or organization	Submission has major errors related to spelling, syntax, or organization that negatively impact readability	Submission has critical errors related to spelling, syntax, or organization that prevent understanding	10
<b>Earned Total</b>				<b>100%</b>