

RISK REGISTER
PUSTAKA NEGERI SARAWAK

PUSTAKA INSTITUTE: ARCHIVE BUILDING PROJECT

RISK CATEGORY	1. RISK IDENTIFICATION			2. RISK ANALYSIS AND EVALUATION				3. RISK CONTROL		STATUS
	Activity/ Process	Risk/ Opportunity	Cause	Current Risk Control	Likelihood	Impact	Level	Recommended Action/ Additional Control	Person In Charge (Risk Owner)	
Construction	Building project execution	Risk of project delay and quality issues, cost overrun	design changes during construction	Archive Building Committee (ABC) Meetings and Board of Management Meetings	3 (Possible)	4 (Major)	12 (MEDIUM)	Regular progress monitoring meetings	Nor- Asemah Drahman	Ongoing
Financial	Project Planning & Implementation	Budget overrun	Underestimation of costs	Approved budget	3 (Possible)	4 (Major)	12 (MEDIUM)	Monthly budget review	Nor-Asemah Drahman	Ongoing
Human Resource Risks	Project Operation	Insufficient staff to deliver activities on time	Competing workloads due to multiple responsibilities and limited staff capacity	Task allocation among existing staff prioritisation of activities	3 (Possible)	4 (Major)	12 (MEDIUM)	Review staffing needs	Nor-Asemah Drahman	Ongoing