

RISK REGISTER

PUSTAKA NEGERI SARAWAK

PUSTAKA INSTITUTE: PLANNING AND DEVELOPMENT DIVISION

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)	
Operational	Continual Improvement	The continual improvement program is not effective in solving or mitigating the problem.(Risk)	The area of concern is not improved or solved.	Procedure on analysis and evaluation of data; management review	3 (Possible)	3 (Moderate)	9 (MEDIUM)	Simplify program design; define clear problem statements; allocate budget	Cennylia Sundong	On-going
		Staff lack knowledge on continual improvement. (Risk)	Lack of training; low awareness	Procedure on analysis & evaluation; management review	3 (Possible)	4 (Major)	12 (MEDIUM)	Conduct training sessions; awareness campaigns; mentorship	Cennylia Sundong	On-going
Information/ record	The Monitoring of Development Project Via Integrated Project Monitoring System	IPMS monitoring not done systematically in accordance with QMS.(Risk)	Inaccurate details recorded due to inaccurate updates from process owners	Documented Procedure on IPMS monitoring	3 (Possible)	3 (Moderate)	9 (MEDIUM)	Establish data stewardship; monthly data quality checks; enforce update SLAs for process owners	Cennylia Sundong	On-going
ICT		Unable to update project progress timely due to network breakdown. (Risk)	Network connection issues to IPMS database	System email alerts from Sarawaknet Admin	1 (Rare)	4 (Major)	4 (LOW)	Implement offline capture with sync; raise IT ticketing SLA; network	Cennylia Sundong	On-going
Operational	The Management of Research Projects	Research projects not managed systematically/ efficiently and with potential bias (Risk)	Late submissions of research proposals leading to delays in review and compilation	Documented Procedure on Management of Research Projects	3 (Possible)	4 (Major)	12 (MEDIUM)	Set clear submission deadlines; auto-reminders; intake calendar; late submission policy	Cennylia Sundong	On-going
		Proposals rejected for being out of scope. (Risk)	Research topics not aligned with criteria/ mandate	Criteria for Evaluation and Selection of Research Proposal	3 (Possible)	4 (Major)	12 (MEDIUM)	Publish scope guidelines; pre-screen checklist; proposer briefing sessions	Cennylia Sundong	On-going
		Research brief does not meet criteria due to insufficient staff training. (Risk)	Training for preparation of research brief not planned	Documented Procedure on Management of Research Projects	2 (Unlikely)	4 (Major)	8 (MEDIUM)	Develop training module; mentorship; template and examples; annual refresher	Cennylia Sundong	On-going