

RISK REGISTER
PUSTAKA NEGERI SARAWAK

COMMUNITY EMPOWERMENT SECTOR - DIGITAL INCLUSIVITY 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)	
Manpower	E-learning	Risk	Lack of staff in handling various e-learning programs, which dedicated staff already committed with schedule program that resulted the time constraint in managing and implementing ad hoc program	ISO	3 (Possible)	2 (Minor)	6 (MEDIUM)	Program prioritization	Mohd. Khadzrie M. Ramzie Faizal	Ongoing
Materials/ Resources	E-learning	Risk	Vast development in ICT and increasing number of modules which lead to frequent update of modules that resulted the times constraint in delivery up to date module	ISO	3 (Possible)	2 (Minor)	6 (MEDIUM)	Establish scheduled module review cycle with prioritisation of high-impact ICT modules and implement version control for UEP materials.	Mohd. Khadzrie M. Ramzie Faizal	Ongoing
Materials/ Resources	E-learning	Risk	Limited of venue and facilities (internet connection) provided for physical program that resulted difficulty to deliver hands-on module to poor internet connection, which resulted the impact of program not able to be measured	ISO	2 (Unlikely)	2 (Minor)	4 (LOW)	Pre-event technical checks.	Mohd. Khadzrie M. Ramzie Faizal	Ongoing
Machine/Infra structure	E-learning	Risk	e-Learning system not user friendly whereby the mismatch in staff qualification for handling the programming of e-learning system which required technology adoption among staff who handling the e-Learning system	ISO	3 (Possible)	2 (Minor)	6 (MEDIUM)	Upgrade of e-learning system into user-friendly system.	Mohd. Khadzrie M. Ramzie Faizal	Ongoing
Operational	E-learning	Risk	Low participant commitment/ last-minute cancellations by the registered participants.	ISO	2 (Unlikely)	2 (Minor)	4 (LOW)	<i>Implement participant confirmation and reminder system (confirmation upon registration and reminder 3–5 days before programme via WhatsApp/ email).</i>	Mohd. Khadzrie M. Ramzie Faizal	Ongoing