



<b>DAY 1</b>	
<b>Morning</b>	<ol style="list-style-type: none"> <li>1. Introductions</li> <li>2. Confirm project objectives</li> <li>3. Confirm scope of risk process for this workshop</li> <li>4. Workshop ground rules</li> <li>5. Risk management briefing (if required)</li> <li>6. Expectations and Results</li> <li>7. Identify risks</li> </ol> <p><i>Brainstorm risks using the risk breakdown structure</i></p>
<b>Afternoon</b>	<p><i>Analyze assumptions and constraints to generate further risks</i></p> <p><i>Standard risk checklist to identify any further/final risks</i></p> <ol style="list-style-type: none"> <li>8. Rationalize risks</li> <li>9. Describe risks using risk metalanguage</li> <li>10. Record identified risks (during workshop or after meeting)</li> </ol>
<b>DAY 2</b>	
<b>Morning</b>	<ol style="list-style-type: none"> <li>11. Explanation of assessment scheme (recap)</li> <li>12. Assessment of probability and impacts</li> <li>13. Risk categorization</li> </ol>
<b>Afternoon</b>	<ol style="list-style-type: none"> <li>14. Nomination of risk owners</li> <li>15. <i>If time, develop initial responses to priority risks</i></li> <li>16. Close the workshop</li> </ol>

**FIGURE B-8:** Sample Agenda for a First Risk Assessment/Two-Day Risk Workshop  
(Including Identification and Assessment Steps)