

Risk, PreConstruction and Kickoff – Objective and Table of Contents

Objective

The primary objective of Risk Analysis is to assess and mitigate risks using a systematic process. Using Risk Analysis, significant issues are addressed, documented, and formal mitigation plans compiled, implemented, and regularly monitored to ensure the safety, quality, cost, and schedule success of a project. The Kickoff Process established a complete understanding of the project's goals and expectations before execution beginning, while at the same time establishing roles, responsibilities, and procedural knowledge.

Key Steps

- Complete all project procedures
- Document risks categorizing the severity
- Establish objectives
- External kickoff meeting with a client
- Formalize risk mitigation plans (risk, cause, and strategy for mitigation)
- Gather kickoff process data
- Internal kickoff meeting
- Management meeting with [client]
- Management's review and guidance
- Measure risk qualitatively
- Monitor identified risks and strategy implementation monthly
- Open action items listing
- Review contractual obligations and risks
- Set and understand project goals and expectations

Key Deliverables

- Alignment write-ups (note updated throughout the project)
- Approved procedure concepts
- Executed contract summary
- Managed exposure risk report
- Required reporting
- Risk action plan
- Risk capabilities gap closure plan
- Risk impact rating analysis
- Risk management rollup log
- Risk management strategies
- Risk register
- Roles and responsibilities
- Written goals and expectations

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Checklists

- Kickoff Checklist
- Kickoff Checklist Construction
- Kickoff Data Gathering Checklist
- Pre Construction Checklist for Bid Analysis
- Pre Construction Meeting Agenda Checklist
- Pre Construction Risk Checklist
- Pre Construction Risk Review Checklist
- Prime Contract Summary Checklist Kickoff
- Project Initiation Checklist Kickoff
- Risk - Business Development and Proposal Checklist
- Risk - Changes Checklist
- Risk - Closeout and Turnover Checklist
- Risk - Communications Checklist
- Risk - Community Relations Checklist
- Risk - Constructability and Value Engineering Checklist
- Risk - Construction Checklist
- Risk - Contract Checklist
- Risk - Corporate Checklist
- Risk - Cost and Estimating Checklist
- Risk - Design Checklist
- Risk - Documentation Checklist
- Risk - Finance Checklist
- Risk - Health, Safety and Environment Checklist
- Risk - International Checklist
- Risk - Joint Ventures Checklist
- Risk - Liquidated Damages Considerations Checklist
- Risk - Lump Sum Conversion Checklist
- Risk - Mobilization Checklist
- Risk - Owner Checklist Checklist
- Risk - Permitting Checklist
- Risk - Planning Checklist
- Risk - Procurement Checklist
- Risk - Quality Checklist
- Risk - Reporting Checklist
- Risk - Resources Checklist
- Risk - Startup and Commissioning Checklist
- Risk - Training Checklist
- Risk - Warehousing Checklist
- Risk - Warranty Checklist
- Site Initiation Checklist

Education and Training

- Kickoff Case Study

- Kickoff Exam Answers Training

- Kickoff Exam Training
- Kickoff Process Flow
- Pre Construction Risk Case Study
- Pre Construction Risk Exam
- Pre Construction Risk Exam Answers
- Pre Construction Risk Strategy Language
- Risk Process Flow

Forms

- 90 Day Startup Plan Kickoff
- Action Items List Kickoff
- Contract Initiation Form Kickoff
- Kickoff Internal Agenda Template
- Kickoff Meeting Notes Form
- Low Priority Risk Report
- Managed Exposure Risk Report
- Management Rollup Log Risk
- Management Strategies Risk
- Mobilization Plan Template
- Risk Action Plan
- Risk Capabilities Gap Closure Plan
- Risk Event Contingency Worksheet
- Risk Information Document
- Risk Memorandum
- Risk Register Construction Activities
- Risk Register Office Work
- Risk Register Template
- Risk Summary Analysis of All Risks

Policies and Procedures

- Action Items List Procedure
- Community Meetings
- Kickoff Client Agenda Review Meeting
- Risk Impact Rating Analysis and Measurement Scoring Tool
- Risk Procedure
- Risk Process
- Subcontract Pre Construction Kickoff Meeting Agenda Checklist