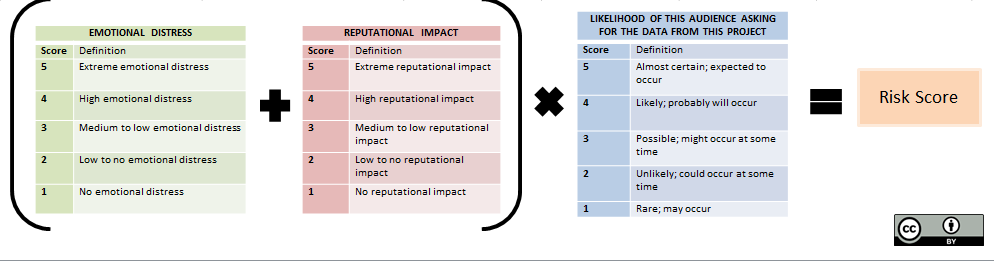
Risk Assessment Activity

Step 1: Identify your projects and audiences who might care about the data from your projects

|  |  |
| --- | --- |
| **Project Name** | **Audiences who might care about data from this project**  (E.g. boss, funders, journalists, peer reviewers, ethics committee, research office…) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Step 2: Calculate your risk score

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Write in the project names and audiences from Step One. Write one project and one audience per cell, you can repeat projects in multiple rows | | What if someone from this audience requested your data for this project and you could not locate or interpret it?  **Rate your risks and concerns** for each group using the scales below. Then use those ratings to **compute your risk score** for that project.  **(Emotional Distress + Reputational Impact) x Likelihood = Risk Score** | | | |
| Project | Audience | Emotional Distress | Reputational Impact | Likelihood | Risk Score |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |



Step 3: Find out what to do

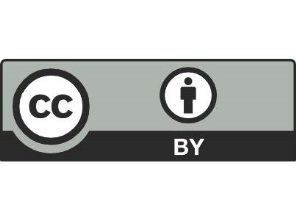
|  |  |
| --- | --- |
| Risk Score | What to Do |
| Very High Risk (41-50) | Prioritise data management and data documentation above all other activities. Establish and implement a plan immediately |
| High Risk (31-40) | Setting aside time to address data management and data documentation is a priority. Establish and implement a plan as soon as possible. |
| Moderate Risk (21-30) | Setting aside time to address data management and data documentation needs is desirable. Risk should be monitored. |
| Low Risk (11-20) | Generally does not require action, but should be reviewed periodically. |
| Very Low Risk (1-10) | No action required. |

Step 4: Personal Action Plan

|  |  |
| --- | --- |
| **Issue** | |
| **What to do:** | |
| **Who to contact/action:** | |
| **Scheduled for:** | **Completed on:** |
| **Issue** | |
| **What to do:** | |
| **Who to contact/action:** | |
| **Scheduled for:** | **Completed on:** |

**Contacts**

|  |  |
| --- | --- |
| Ruth MacLeod, Data Curator and Archivist | Ext 6656  [researchdata@lsbu.ac.uk](mailto:researchdata@lsbu.ac.uk) |
| ICT Service Desk (for staff ICT issues) | Ext 6500  [ictservicedesk@lsbu.ac.uk](mailto:ictservicedesk@lsbu.ac.uk) |
| LRC Helpdesk (for student ICT issues) | Ext 6678  [llr-ithelpdesl@lsbu.ac.uk](mailto:llr-ithelpdesl@lsbu.ac.uk) |



*Adapted from* Research Data Service, University of Illinois at Urbana-Champaign. “Making Data Management Manageable: A Risk Assessment Activity for Managing Research Data.” March 2017. <http://hdl.handle.net/2142/95768>.