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**ATTACHMENT J: WEEKLY RISK REPORTING SYSTEM GUIDE**

**Overview**

The Weekly Risk Reporting System (WRRS) is a companion to the Quality Control Plan that is created by the best value Offeror during the Clarification Phase. The report serves as a tool for the Client in analyzing the performance of the Project based on risk. The WRRS does not substitute or eliminate weekly progress reports or any other traditional reporting systems (that the Offeror may do).

The purpose of the WRRS is to allow the vendor to document and manage all risks that occur throughout a project. Risk is defined as anything that might impact the project scope, cost, and schedule. This includes risks that are caused by the vendor (or entities subcontracted by the Vendor), and risks that are caused by Client (scope changes, unforeseen conditions, etc.). The Client's Project Manager may also require the Offeror to document risks that may impact Client satisfaction.

**Submission**

The weekly report is an Excel file that must be submitted every week. The report is due every week once the Contract Award is issued, until the Project is 100% complete (and final payment is made). The Excel spreadsheet will be available from the Client upon request.

The completed report must be saved using the date and name of the Project given by the Client (Format: YYMMDD\_Project Name; For example, 'HCM Project' for the week ending Friday, Oct 7, 2021, should be labeled '211007\_HCM Project'). Weekly Reports are to be emailed by Monday.

The weekly risk report consists of reporting the project performance metrics, cost, scope changes or unforeseen events that are risks to the project in terms of scope and cost deviations, or Client satisfaction including any risks that could potentially develop into an issue. When a new risk is identified, it is added to the weekly risk mitigation log.

When a risk has become an issue and causes deviation to project cost, time or quality, it is added to a project deviations log, along with the following: Identification date (date the issue was identified), plan to resolve issue, resolution due date, impact to critical path or schedule (in days), and impact to final cost (in dollars).

As deviations arise that warrant attention, the vendor should not wait to submit the weekly risk report. The vendor must contact the Client if there are any risks or potential risks identified that are or could be rated at a high level. When a risk is eliminated or the issue is resolved, the actual date of elimination or resolution must be listed.

The client will analyze the reports for accuracy and timeliness. The reports will be used in part by the client to determine the overall final performance rating of the vendor (and its team).