

About the Online RAW

Project Managers are responsible for assessing, strategizing and monitoring risks on NCDOT projects. However, every member of the project team should be aware of project risks and support the Project Manager in their risk management activities.

The Online Risk Assessment Worksheet (RAW) serves as a tool to consolidate the list of known risks associated with a specific project as well as the contacts, next steps, and strategies for each project risk. Risks can be threats or opportunities.

Please note that the Online RAW replaces the use of the RAW Excel tool on department projects. More information on the RAW, including details on purpose and use of each of the RAW fields, is available on the Value Management Office's Risk Management Program page located [here](#).

How to Access the Online RAW for a Project

1. Navigate to your project's Connect Preconstruction project site
2. Click on the Preconstruction Dashboard link on the left navigation panel.

The screenshot shows the top navigation bar with 'Connect Preconstruction' and 'TEST CENTER' logos. Below it are tabs for 'Doing Business', 'Bidding & Letting', 'Projects', 'Resources', and 'Local Governments'. The main content area displays 'I-5008 - I-5008' and 'Revise interchange at Exit 111 SR1734/SR1826 Buncombe'. A left sidebar contains a 'Preconstruction Dashboard' link, which is highlighted with a red box and an arrow. A red notice is visible: 'NOTICE: All libraries will be locked approximately 7 weeks prior to letting to ensure there are no changes during plan checking and finalization. Please make sure everything is uploaded and marked before locking. This includes final sealed plans, final sealed special provisions, labeling key documents, etc. For any changes or additions needed after this date, please contact the Contract Office for central let projects finalplans@ncdot.gov, or the Division PM for division let projects.'

3. Click on the Risk Assessment button on the Preconstruction Dashboard.

The screenshot shows the 'PRECONSTRUCTION DASHBOARD' for project 'I-5008'. It features a 'Return To Home' button in the top right. Below the title are two dropdown menus: 'My Projects' and 'Select Project'. A grid of buttons is displayed, with 'Risk Assessment' highlighted by a red box and an arrow. Other buttons include 'Submittals', 'Project Commitments', 'Avoidance and Administrative Tracker', 'Encroachments', 'Project Structures', 'Project Contacts', and 'ATLAS Tools'.

4. Then, the online/digital RAW for your project will open.

Preconstruction - Precon Dashboard

Preconstruction information for NCDOT Highway and Bridge projects. Send any problems or concerns to preconstructionhelp@ncdot.gov. Send ProjectWise issues to dot.pwsupport@ncdot.gov.

The screenshot shows the 'PRECONSTRUCTION DASHBOARD' for project 'I-5008' with the 'Risk Assessment Worksheet' open. It includes a 'Return To Dashboard' button. The worksheet title is 'Risk Assessment Worksheet'. A descriptive paragraph explains the Risk Management Program. Below the text are buttons for 'New Risk' and 'Export to Excel'. A table lists risk items with columns for Risk ID, Risk Owner, Risk Description (IF), Risk Description (THEN), Probability, Impact, Risk Score, Risk Status, Modified By, and Modified.

Risk ID	Risk Owner	Risk Description (IF)	Risk Description (THEN)	Probability	Impact	Risk Score	Risk Status	Modified By	Modified
29		Test 2 3/14	Test 2 3/14	Moderate	High	12	Active	Kwame K. Asika	03/14/2023
4		Testing if	testing editing another	Moderate	Moderate	9	Active	Caitlyn S. Meyer	02/28/2023

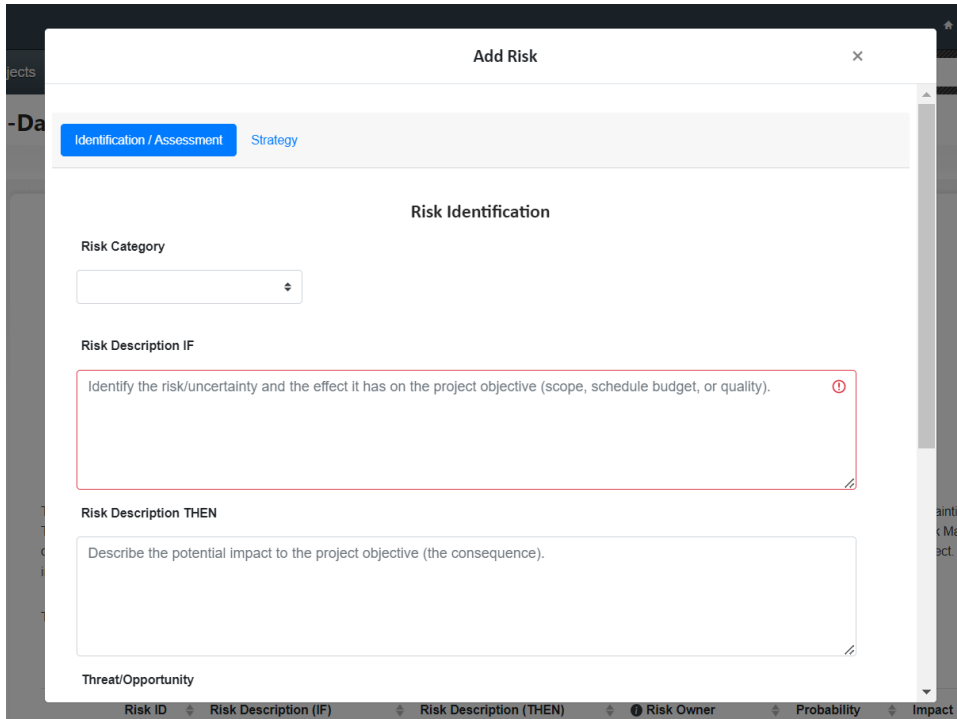
How to Use the Online RAW

Add a New Risk

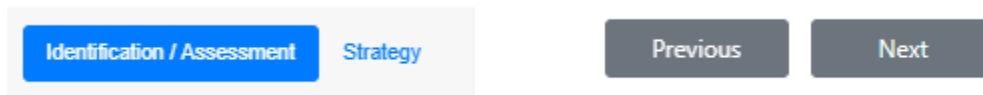
1. To add a new Risk to the RAW, click the New Risk button.



2. Add Risk module will open.



3. Enter risk related information into the module. Click the tabs at the top of the module or the next/previous buttons at the bottom of the module to navigate to all the available fields.



The only required field to be able to add a risk to the RAW is the “Risk Description IF” box. The required boxes are outlined in red. However, users are encouraged to fill out as many fields as they are able.

Risk Description IF

A screenshot of the 'Risk Description IF' text area. The text area is outlined in red and contains the placeholder text: 'Identify the risk/uncertainty and the effect it has on the project objective (scope, schedule budget, or quality).'

- Click the Submit button at the bottom of the module to add the risk to the online RAW. The submit button will be disabled until the required "IF" field is completed.

Risk Description IF

If the consultant does not meet the scheduled deliverable due date ✓

Risk Description THEN

Describe the potential impact to the project objective (the consequence).

Threat/Opportunity

Status

Active

Risk Assessment

Risk Probability

- Very Low <15%
 Low 15%-39%
 Moderate 39%-59%
 High 60%-84%
 Very High >85%

Risk Impact

- Very Low
 Low
 Moderate
 High
 Very High

Previous

Next

Submit

Cancel

- Your risk will now appear on the full list of risks on the Risk Assessment dashboard for the project.

Preconstruction | Precon Dashboard

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PRECONSTRUCTION DASHBOARD
I-5008

My Projects: Selected Project:

Risk Assessment Worksheet

The Risk Management Program applies a risk management process to projects and programs to identify and mitigate potential risks. Risks are identified as uncertainties. There are two types of risks: Threats and Opportunities. Threats are potential obstacles that may have a negative impact and Opportunities are possibilities that may have a positive effect. Risk Management is a proactive process designed to minimize potential obstacles and maximize the ability to capitalize on opportunities. Use this form to identify a new risk, threat or opportunity, for a project. If you have any questions or other inquiries regarding the Risk Management Program, please contact riskmanagementunit@ncdot.gov.

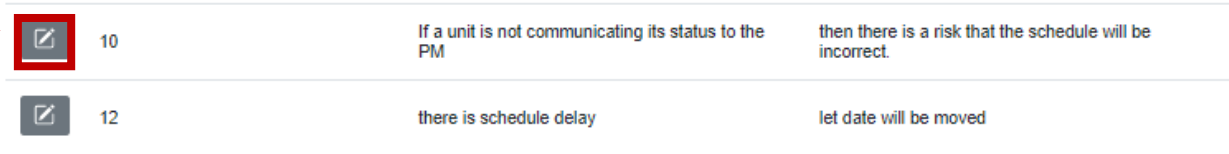
To view Risk Guidance and Resources, such as Risk Mitigation Strategies, go here: [RMP VMO page](#).



[New Risk](#) [Export to Excel](#)

Risk ID	Risk Owner	Risk Description (IF)	Risk Description (THEN)	Probability	Impact	Risk Score	Risk Status	Modified By	Modified
29		Test 2 3/14	Test 2 3/14	Moderate	High	12	Active	Kwame K. Asika	03/14/2023
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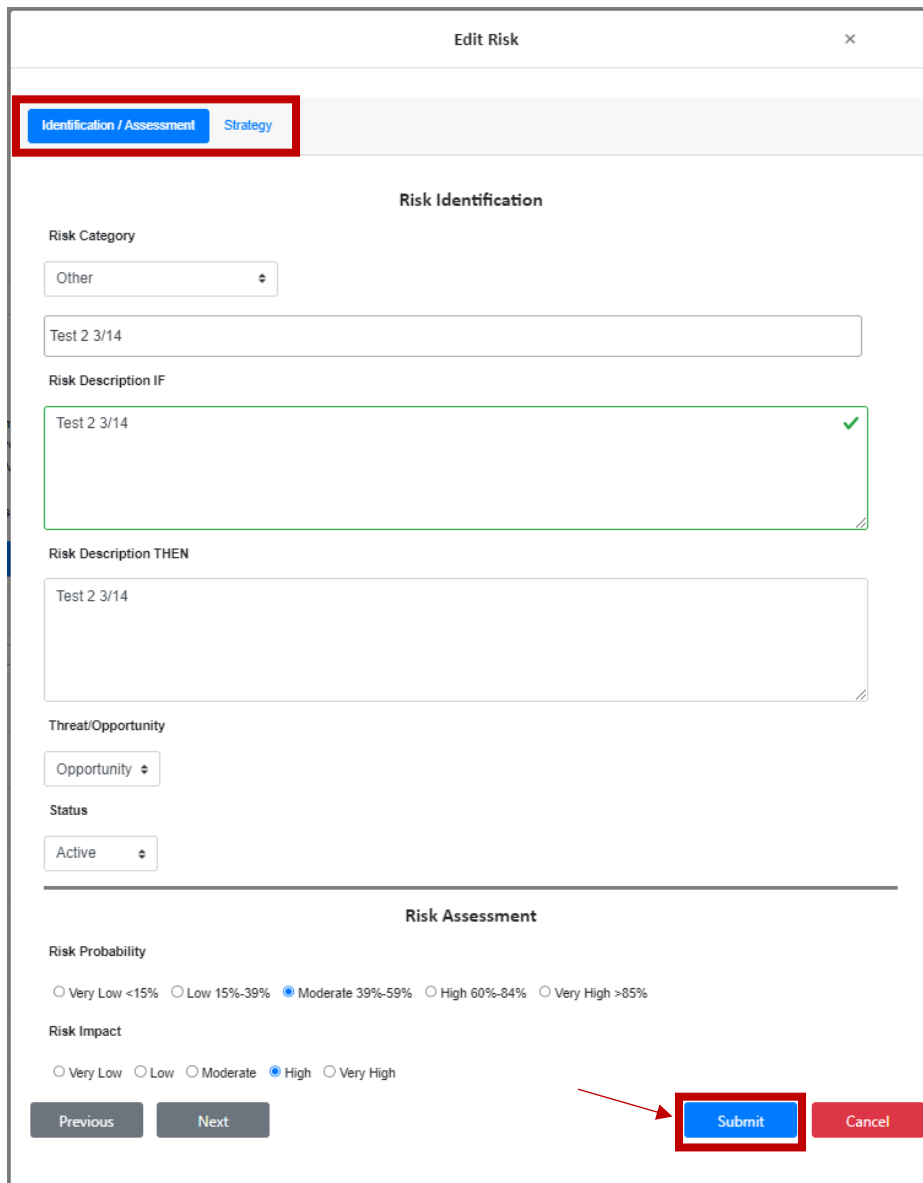
Edit an Existing Risk

1. Once a risk is entered, it can be edited or updated at any time. In order to open an existing risk, click the pencil icon next to the risk you wish to edit.



	10	If a unit is not communicating its status to the PM	then there is a risk that the schedule will be incorrect.
	12	there is schedule delay	let date will be moved

2. Then, the Edit Risk module will open. This is the same information found in the Add New Risk module. Use the tabs along the top or Next/Previous buttons to navigate to all the available fields. User can add to or edit any of the available fields.
3. Select Submit when you are ready to save your changes to the system.



Edit Risk

Identification / Assessment Strategy

Risk Identification

Risk Category
Other

Test 2 3/14

Risk Description IF
Test 2 3/14 ✓

Risk Description THEN
Test 2 3/14

Threat/Opportunity
Opportunity

Status
Active

Risk Assessment

Risk Probability
 Very Low <15% Low 15%-39% Moderate 39%-59% High 60%-84% Very High >85%

Risk Impact
 Very Low Low Moderate High Very High

Previous Next **Submit** Cancel

Sorting Risks

The online RAW functions like other SharePoint based lists that you are familiar with. By default, the tool will sort those risks with the highest Risk Score to the top of the list. Use the arrows at the top of each column to sort the table by any table value.



Exporting the Risk List

The online RAW gives users the option to export risks entered online into a traditional Excel version of the RAW. This can be helpful if a paper copy is needed for meetings or to share the list with stakeholders that are not frequently on the Preconstruction project site.

1. Click the Export to Excel button.



2. A .xlsx file will be pushed to your computers downloads folder. From there, you can open the Excel file locally.

A screenshot of the downloaded Excel Risk Assessment Worksheet. The spreadsheet is titled 'Risk Assessment Worksheet' and 'Project #: I-5008'. It has a complex header structure with multiple tabs: 'Risk Identification', 'Risk Assessment', 'Response Strategy', and 'Management & Monitoring Plan'. The 'Risk Identification' tab is active, showing columns for Risk #, Risk Category, Risk Description IF, Risk Description THEN, Threat / Opp., Status, Probability, Impact, Score Value, Score, Strategy, Action Plan, Risk Owner, Follow-Up Date, Update Frequency, and Update & Comments. The data rows show three risks with various details like 'Other', 'Environmental', and 'Testing if'.

Users are encouraged to not make updates in the downloaded Excel version, but rather make any changes or updates into the online RAW so that all team members and stakeholders can stay informed of project risks and their status.