PHC Consortium	4 - Trai	Training Logistics Risk Snapsho													
Risk ID Category / Elemen		Description		Desired Outcome						Current Situation			Proposed Strategy		
C00264 M1 Project Managem ent	,	There is concern about all operational aspects of delivering the training: scheduling, venue booking, accommodation, catering, transport, and equipment. It is important to ensure that every moving part is organized so participants and trainers can focus on learning rather than logistics. Confirmed schedule, venues, accommodation, transport, and meals plan. What Could Go Wrong? Loose logistics can cause no shows, late starts, or venue conflicts. Dates discussed; venue, accommodation, and catering allocations pending. Logistics run sheet, booking confirmed, participant info pack, pre event checklist.										nt info			
Cause	Risk (three-part) Stat Risk Event [uncertainty]	Consequence	Probability O	Impact	Score (PxI)	Response Type	Manageability	Residual Risk	Risk Owner	Due Date	Close Date	Last Review Date Notes			
Incomplete venue, accommodation, and or missed bookings and poor learner catering planning Last-minute changes or missed bookings and poor learner experience			1	1 H-1 C-1 Q-1 S-1		Mitigate	1		Winter, David		Open	07Sep25 Operations			
Mitigating Actions / Response															
ID Actions												Action Owner	Due Date	Close Date	
Last 10 RM Events (Meetings/Interviews/Workshops). Mtg. Date Title / Person / Department Objective (0 Events held.)														ents held.)	
Comments						History									
Top Risk Su Training Logistics	Log	Top Risk Mitigation Logistics run⊡sheet, bookings confirmed, participant info pack, pre⊡event checklist.													