



NCDIT Enterprise Project Management Office Phoenix Project Management System

Document Type	Phoenix Screen Aid
Title	Risk
Revision	1.0
Effective Date	10/19/26

1.0 SCOPE

This document assists with entering field-level information into the Risk screen in the EPMO Phoenix Project Management System. The purpose of entering this information is to elaborate upon any uncertainty that may negatively impact a project while continuing to manage it through to completion.

This information is required for the project's Business Case and is to be maintained as a function of ongoing applied project management.

2.0 COMMON

- The Project Manager (PM) is responsible for all data entry and ensuring the project is completely represented in Phoenix and kept current.
- When unsure, consult with your Project Management Advisor (PMA) for any project related questions or data entry selections. Your PMA will periodically review this information and may recommend changes.
- The contents of this document cover the fields in the Risk screen. Other fields may contain information already populated from elsewhere within Phoenix and inherited here.
- Open your project at [NCDIT EPMO Project Governance & Oversight](#).
- Fields icons:

*	Required – no saving or advancing until data entry is satisfied.
🔒	Locked – no data entry is allowed.
▼	Dropdown – click on icon to select from list.
🔍	Search – click on icon to engage search function.
📅	Date – click on icon to engage calendar selection.
📄	Go to Record – click icon to edit record.

- All other fields are text entry and have edit and length limitations based on purpose or a project's workflow phase.
- ALWAYS Save!

3.0 RISK DATA ENTRY

Project risk is any uncertain event or condition that, if it occurs, could positively or negatively affect an IT project's outcomes. Risks arise from technical, organizational, contractual, and external factors, and they carry a probability of occurrence and a potential impact on scope, schedule, cost, or quality. Its purpose is to identify and elaborate upon risk attributes to create common understanding of how to handle uncertainty and ideally prevent it.

3.1 General

Risk Title	A concise formal name used to identify a risk associated with a project. This is used to easily identify the risk. The Risk Title is editable and is limited to 60 characters.
Description	An explanation of any potential event, concern, or condition that could disrupt project progress or negatively affect outcomes such as timeline, cost, scope, quality, or performance. These risks often arise from technology dependencies, integration challenges, resource constraints, or changing



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business needs. Identifying risks early helps project teams prepare effective responses to reduce their impact and maintain alignment with project goals and deliverables.

The Description is editable and is limited to 400 characters.

Responsible Party

The person accountable to the Project Manager and Business Owner for managing the risk, ideally neutralizing it, and minimizing its potential to become an Issue.

Select the Responsible Party from the list or contact your PMA to add a name.

This field is editable.

Probability

The percent likelihood that a given event will occur in increments of 10%. A risk of 0% is not an allowed. A risk of 100% is not a risk; rather, it is an Issue.

Select the percent likelihood of occurrence from the list.

This field is editable.

Impact

Select the Impact from the provided list:

- Low – Minimal impact with weak or ineffective influence on outcomes.
- Medium Low – Less than average impact resulting in partly degraded but acceptable outcomes.
- Medium – Average impact resulting in less than desirable but still potentially acceptable outcomes.
- Medium High – Above average impact with negative influence resulting in degraded outcomes that may not be acceptable.
- High – Strong impact with major negative influences on outcomes that are generally unacceptable.

This field is editable.

Due Date

The date the risk is either expected to be cancelled or closed or has a sufficiently low Risk Score that the Business Owner accepts it as minimally affecting project outcomes.

This field is editable.

Assigned To

The individual assigned to manage effort around the risk to maintain or minimize its probability, and to execute the Mitigation Plan should its Risk Score increase. This person is responsible for the risk not becoming an Issue.

Select the Assigned To from the list or contact your PMA to add a name.

This field is editable.

Risk Status

Select the status from the provided list:

- Active – The risk is open and requires attention to manage both probability and impact to either maintain or minimize the Risk Score or its potential of becoming an Issue.
- Postponed – The risk is accepted in its current state as neither posing an increased probability or impact, nor of being minimized. The risk may be managed at a later time suitable to project needs.
- Closed – All uncertainty has been removed by either an effectively executed Mitigation Plan or organizational environmental variables have altered the probability to zero percent.



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- Cancelled – Determinations have been made that the risk is no longer present and possess any threat or uncertainty to the project.

This field should be actively maintained while the Risk is being managed.

DO NOT use Cancelled if a Risk is entered in error. Rather, edit the Risk to what it should be or after selecting the Risk from the main list, select 'Delete Risk.'

Trigger Description

A specific condition, action, or change that signals an identified project risk is about to occur or has begun to materialize. It acts as an early warning indicator to assist the project team in recognizing when to activate the Mitigation Plan. Trigger events ensure risks are caught quickly so their impact on IT project timelines, objectives, and deliverables can be minimized

The Trigger Description is editable and is limited to 400 characters.

Schedule Impact (Days)

The number of calendar days the project may be extended by should the risk not be effectively managed and it becomes an Issue. This time extension generally results in a Change Request that also includes budgetary adjustments. The risk Mitigation Plan should be aggressively managed to not allow the realization of the Schedule Impact.

Enter the whole number calendar days, less fractional amounts.

This field is editable.

Cost Impact (\$)

The dollar amount the project budget may be increased by should the risk not be effectively managed and it becomes an Issue. This financial increase generally results in a Change Request that also includes schedule adjustments. The risk Mitigation Plan should be aggressively managed to not allow the realization of the Cost Impact.

Enter the whole number dollar amount, less cents.

This field is editable.

Mitigation Plan

An outline of actions the project will take to reduce the probability or impact of identified risks. It defines preventive steps, contingency measures, resource needs, and assigned responsibilities to ensure risks are managed proactively. The goal of the plan is to protect project scope, timeline, objectives, and deliverables by minimizing disruptions and ensuring the team is prepared if risks materialize.

The Mitigation Plan is editable and is limited to 4000 characters.

Action Taken

A description of the actual action taken to eliminate the probability or impact of an identified risk to adjust its Risk Status to Closed. Data for this field should be entered at the time a Risk is being closed, and as a final step before adjusting status.

The Action Taken is editable and is limited to 4000 characters.



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Risk Score

The evaluated score of Probability and Impact, where the higher the number the greater the potential for realization of the risk to mature into an Issue.

Risk Score ranges from a low of 10 to a high of 450, with any score ≥ 225 being a Key Risk.

Probability	Impact Rating				
	Low	Medium Low	Medium	Medium High	High
10	10	20	30	40	50
20	20	40	60	80	100
30	30	60	90	120	150
40	40	80	120	160	200
50	50	100	150	200	250
60	60	120	180	240	300
70	70	140	210	280	350
80	80	160	240	320	400
90	90	180	270	360	450

This field is locked from edit.

Created On

The date the Risk was identified and entered into Phoenix. This field is locked from edit.

Modified On

The last date of a change or update to the Risk in Phoenix. This field is locked from edit.

4.0 CONTACT EPMO

- EPMO@nc.gov
- [Feedback](#)
- [NCDIT EPMO Project Governance & Oversight](#)