

UNLOCKING THE RISK MATRIX: PROJECT RISK & THE CHANGE MANAGEMENT PROCESS

“Transform Uncertainty into Opportunity – Master Risk Management and Change Control for Project Success.”

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

► **Available delivery methods:** In-House Training

Introduction

Projects are inherently uncertain—but with the right tools and techniques, uncertainty can be managed and mitigated. This practical course teaches professionals how to systematically identify, assess, respond to, and monitor risks using the Risk Matrix and structured change management processes. Participants will learn how to build resilience into their project plans while navigating change requests, stakeholder concerns, and evolving project scopes with clarity and control.

Objectives

By the end of the course, participants will be able to:

- Understand the types and sources of project risks
- Apply the risk matrix for qualitative risk assessment
- Develop risk registers and response strategies
- Implement effective change management procedures
- Align change control with project governance
- Facilitate stakeholder buy-in during risk and change events

Why Attend

Many projects fail not because of poor execution, but because of unmanaged risks and uncontrolled changes. This course helps project professionals proactively manage uncertainty and communicate change transparently, boosting credibility and project stability.

Target Audience

- Project Managers, Engineers, and Team Leaders
- Risk Officers and Compliance Professionals
- Project Planners and Analysts
- Functional Managers involved in project delivery
- Change Managers and Business Process Leads

Individual Benefits

- Build practical confidence in using the risk matrix
- Learn to distinguish between threats and opportunities
- Gain tools to control scope creep and change impact
- Reduce personal stress by managing uncertainty logically
- Improve decision-making under pressure

Organizational Benefits

- Increase project resilience and reduce delays
- Strengthen project governance and reporting standards
- Mitigate financial and reputational risks
- Ensure better stakeholder trust and satisfaction
- Promote a proactive, transparent change culture

Instructional Methodology

- Interactive risk assessment exercises
- Case studies on failed vs. successful change processes
- Workshops on building risk registers and logs
- Change request evaluation simulations
- Stakeholder engagement role-playing and strategy labs

Course Outline

DETAILED 5-DAY COURSE OUTLINE (CUSTOMIZABLE)

Training Hours: 7:30 AM – 3:30 PM **Daily Format:** 3–4 Learning Modules | Coffee Breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Risk Management Fundamentals

- Module 1: What is Project Risk? Concepts and Misconceptions (07:30 – 09:30)
- Module 2: Types of Risks – Internal vs. External, Known vs. Unknown (09:45 – 11:15)
- Module 3: The Risk Management Lifecycle (11:30 – 01:00)
- Module 4: Introduction to the Risk Matrix (Probability x Impact) (02:00 – 03:30)

Day 2: Risk Identification and Qualitative Assessment

- Module 1: Techniques for Risk Identification (07:30 – 09:30)
- Module 2: Risk Categorization and Root Cause Analysis (09:45 – 11:15)
- Module 3: Qualitative Risk Scoring Using Risk Matrix (11:30 – 01:00)
- Module 4: Group Activity: Build a Risk Register (02:00 – 03:30)

Day 3: Risk Response Planning and Monitoring

- Module 1: Developing Risk Responses (Avoid, Mitigate, Transfer, Accept) (07:30 – 09:30)
- Module 2: Contingency Planning and Triggers (09:45 – 11:15)
- Module 3: Risk Ownership and Monitoring Mechanisms (11:30 – 01:00)
- Module 4: Hands-On Simulation: Dynamic Risk Adjustment (02:00 – 03:30)

Day 4: Introduction to Change Management

- Module 1: Understanding the Nature and Drivers of Change (07:30 – 09:30)
- Module 2: Change Management Models (ADKAR, Kotter's 8-Step, etc.) (09:45 – 11:15)
- Module 3: The Change Control Process in Projects (11:30 – 01:00)
- Module 4: Building Change Request Templates & Logs (02:00 – 03:30)

Day 5: Risk + Change: Integration and Stakeholder Control

- Module 1: Aligning Risk Management with Change Control (07:30 – 09:30)
- Module 2: Managing Stakeholder Resistance and Fear of Risk (09:45 – 11:15)
- Module 3: Role-Play: Presenting a Risk-Driven Change Request (11:30 – 01:00)
- Module 4: Final Project, Group Presentations & Action Plan (02:00 – 03:30)

Certification

Participants will be awarded a Certificate of Completion: Project Risk & Change Management Professional, affirming their competence in using risk matrices and leading structured change management processes within a project environment.

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