

Risk Analysis and Contingency Planning Statement
for the Development of the *Psychology in Organizations* Online Course

Risk Analysis

Risk Consideration	Low Risk	Medium Risk	High Risk
Connectivity reliability		X	
Process reliability	X		
Project assistance availability			X
Project expectations and critical dates not defined		X	
Quality Matters score does not meet the standard			X
Server and Blackboard development environment access	X		
Stakeholder reliability and/or availability			X
Technology reliability		X	
Weather impact on power availability			X

Solutions for High Risk Considerations	
High Risk Consideration	Problem and Solution
Project assistance availability <ul style="list-style-type: none"> • <i>Supervisor / mentor: Dr. Daniels</i> 	<p><i>Problem:</i> There is a significant time difference (15 -16 hours) between my location in Guam and Dr. Daniels' location in Tennessee.</p> <p><i>Solution:</i> Virtual meetings and tutoring sessions will be scheduled at times during Dr. Daniels' normal workday. My schedule is flexible so I can be available to meet with her at midnight or later (Guam time).</p>
Quality Matters (QM) score for the course does not meet minimum standards	<p><i>Problem:</i> The level of rigor associated with the content for this course is unknown, and may not meet the Quality Matters (QM) review expectations.</p> <p><i>Solution:</i> Send the QM review spreadsheet to Dr. Daniels and Professor Jackson, highlighting which standards fall short of the expectations. We would discuss ways to</p>

	<p>improve the content or course design to meet those expectations, and those recommendations would be implemented.</p>
<p>Stakeholder reliability and/or availability</p> <ul style="list-style-type: none"> • <i>Content expert: Tim Jackson</i> • <i>SGCS Dean: Dr. Christman</i> 	<p><i>Problem:</i> Having never worked with Professor Jackson or Dr. Christman, their availability and reliability is unknown. If either of them do not have buy-in for the development of this course and procrastinate in providing content, feedback, and required approvals, the course may not have a successful and timely completion.</p> <p><i>Solution:</i> Effective communication is key in this situation.</p> <ul style="list-style-type: none"> • All course development correspondences will be cc'd to Dr. Daniels to increase accountability for all members of the team. • Project expectations and due dates will be in writing and all team members will acknowledge their commitment to meeting those expectations. • Calendar entries will be set up as reminders of critical due dates and shared among the team members.
<p>Weather impact on power availability</p>	<p><i>Problem:</i> Tropical storms and typhoons in Guam are common and can cause power outages for several days, and in some areas, several weeks. Loss of power would prevent my having connectivity and access to Blackboard for course development.</p> <p><i>Solution:</i> Communication and preparedness is necessary.</p> <ul style="list-style-type: none"> • Notify Dr. Daniels and Professor Jackson of the impending storm. • Prepare for the storms and have several rechargeable power sticks for cell phones. Once storms pass, cell service is usually available rather quickly. • Stay up-to-date on information related to which areas and villages on the island that have had power restored.

- Go to a public location that has had its power restored and use my cell phone as a hotspot for internet connectivity in order to access Blackboard at TNU and continue course development.

Contingency Planning Statement

Based on the results of the risk analysis, the high risk considerations that could negatively impact the successful completion of my project are the following:

1. Project assistance availability
2. Quality Matters (QM) score for the course does not meet minimum standards
3. Stakeholder reliability and/or availability
4. Weather impact on power availability

Solutions to these risks have been identified. However, if those solutions cannot be implemented, other more drastic options which may involve monetary or time impacts will need to be considered for mitigation:

1. Project assistance availability: Blackboard (Bb) technical support.
2. Quality Matters (QM) score for the course does not meet minimum standards: Content may need to be developed on-the-fly, gleaned from pre-existing traditional courses, or implemented at a later date.
3. Stakeholder reliability and/or availability: If feedback and approvals are not provided in a timely manner, the course will be implemented so that the students may meet the requirements for graduating with a bachelor's degree in Psychology. After that time, any stakeholder feedback that requests changes will be implemented before the next cohort is scheduled to take this course.
4. Weather impact on power availability: If a catastrophic typhoon hits Guam and power outages are expected for more than a month, my ability to develop this course in a timely manner would be unrealistic and Dr. Daniels would need to assign the development to another instructional designer on her staff.

If the above contingency options become impossible to execute, and all other efforts for my successfully developing this course become unachievable, I would inform Dr. Daniels of the situation. The project plan would be modified upon Dr. Daniels' and/or other stakeholders' approval, and the circumstances would be fully described in the final project report. The approved modifications and the resulting documentation would meet the course requirements for completing a capstone project.