

## **HAWAII PARTICIPANTS AGENDA**

**For the Hawaii DOT and FHWA Hawaii Division—risk management and stewardship session  
December 2-4, 2008**

### **WORKSHOP OUTCOMES**

At the end of this workshop, participants will be able to:

- Explain the overall organizational context, importance of risk management, and risk framework to others
- Follow a consistent process for managing risk
- Utilize standard risk terminology, tools, and methods
- Implement appropriate risk identification techniques
- Write an effective and meaningful risk statement
- Create a consistent matrix to prioritize risk
- Determine the most important risk events
- Describe all possible “risk responses” and illustrate how to respond effectively to risks
- Amend the Hawaii Stewardship agreement as appropriate

**WORK AHEAD** (see the attached file "How to create and write an effective risk statement")—Including the below Risk Categories developed by HDOT and Hawaii Division Leadership\*:

1. Identify the programs or projects in your area of expertise that will be going on for the next three to five years, related to the prescribed impact statements.
2. Think of the result of successfully carrying out or completing these programs or projects
3. Individually identify and describe the future risk events and impacts (if...then statements)
4. Each participant brings 10 risk statements to the workshop

\*Risk Categories developed by HDOT and Hawaii Division Leadership:

HDOT is unable to deliver projects in an efficient and timely manner because of the following:

- a. difficulty in filling positions due to the shortage of engineers and low pay scale versus private sector;
- b. legislative/court mandates;
- c. relationship, communication , and accountability; and
- d. reduction of available State and Federal money for the highway programs.

**Tuesday, December 2, 2008 (8:00 a.m. to 3:00 p.m.)**

**8:00 a.m. CLASS INTRODUCTION**

- Class logistics; introduction and objectives; breaking into groups

(Break)

EXERCISE – identify risks

- Using your work ahead materials

**12:00 p.m.** (Working lunch provided)

ANALYSIS EXERCISE – assess the risks

- Group them
- Determine the likelihood; determine the impact
- Calculate expected value

PRIORITIZING EXERCISE – discuss and reevaluate

- Ranking by expected value
- Opportunity risks?

**3:00 p.m. END of first day;**

You have:

- Determined the threats and opportunities to your programs or projects
- Created a priority ranking of those risks
- Determined the ultimate impacts or results if these opportunities or threats happen

We will collect your risk statements by impact result

Overnight we will create a listing of the risks by impact result

**Wednesday, December 3, 2008 (8:00 a.m. - 3:00 p.m.)**

**8:00 a.m. INTRODUCTION**

- Recap, agenda, and handout

**WEIGHTED VOTING EXERCISE**

- Voting for risks: Rank the categories
- Turn in your input

(Break)

**PAIR-WISE COMPARISONS**

- How to do a pair-wise comparison
- Pair-wise comparison exercise

**12:00 p.m.** (Working lunch provided)

**PAIR-WISE COMPARISONS – continued**

- Each team reports out its votes
- Does this establish a relative risk priority ranking?

(Break)

**RESPONSE STRATEGIES**

- Response matrix: Identifying your responses

**3:00 p.m. CONCLUDE second day**

- We now have your risks prioritized
- Looked at the different ways to respond to risks
- You have the tools necessary to define your own responses

**Thursday, December 4, 2008 (8:00 a.m. – 3:00 p.m.)**

**8:00 a.m.** Summarize prior two days accomplishments:

- Finish response strategy identification
- Determine who does what
- Go back and examine Stewardship agreement (are these roles and responsibilities or work plan-based activities?),
- Identify and suggest Stewardship amendments need to conform to risk workshop agreed upon findings.
- Prioritization of risks (lower prioritized risk may have response strategies with greater benefit or broader benefit), and gaps in addressing all impacts (are you covering regulations but not public trust and confidence?)

**12:00 p.m.** (Working lunch provided)

- Suggest processes, procedures, other techniques to use risk assessment tools in Stewardship actions.
- Suggest ways to make previously taught lessons (including risk assessment) a way of doing business, rather than something we talk about once a year at our partnering sessions.
- Incorporate techniques where leadership provides long-range vision, policy guidance; and allows technical staff to “build the vision” following provided policies.

**WRAP UP**

**2:00 p.m.** (Adjourn)