

Appendix 3 – Risk Register

The risk register focuses on technical, business, cyber, and economic risks associated with the project, with each risk scored for probability and impact.

Risk	Description	Mitigations	Probability	Impact
Technical Complexity of Migration	Challenges in migrating complex business systems with multiple interfaces, particularly one large application never migrated to cloud before.	Implement a phased migration approach. Begin with less critical workloads to gain familiarity with the process. Utilize migration assessment tools provided by Azure to understand dependencies and complexities beforehand.	4	5
Inadequate In-house Azure Expertise	Lack of sufficient Azure knowledge within the in-house IT team to manage and troubleshoot the unfamiliar environment effectively.	Invest in training and certification programs for the team. Consider hiring temporary external consultants with Azure expertise to bridge the knowledge gap and provide guidance during the initial phases of the migration.	5	4
Business Continuity During Migration	Risk of significant downtime or disruption to business operations during the migration process.	Develop a comprehensive business continuity plan that includes fallback and rollback procedures. Ensure that backups are in place and evaluated before beginning migration activities to minimize downtime and maintain operations.	3	5
Cyber Security Vulnerabilities	Potential security vulnerabilities during and after migration, including data breaches or loss.	Conduct a thorough security assessment prior to migration. Utilize Azure's built-in security features and best practices to strengthen security posture. Regularly update and patch systems to protect against vulnerabilities.	3	5
Budget Overruns	Risk of the project exceeding the budget due to unforeseen challenges or extended timelines.	Clearly define the scope and requirements of the migration project to prevent scope creep. Use Azure's cost management tools to monitor and control spending. Regularly review and adjust the	3	4

		budget as needed based on actual expenditures and project progress.		
Integration Issues	Difficulties in integrating migrated applications with existing on-premises or cloud environments, leading to operational inefficiencies.	Conduct a detailed analysis of existing applications and systems to identify potential integration challenges. Use Azure's integration services and APIs to facilitate seamless integration. Evaluate integrations thoroughly in a staging environment before going live.	4	4
Data Loss or Corruption	Risk of losing critical data or experiencing data corruption during the migration process.	Implement robust data backup and recovery strategies. Ensure data integrity by conducting pre-migration data assessments and post-migration data validation. Utilize Azure's data replication and backup services for additional protection.	2	5
Compliance and Regulatory Risks	Failure to meet industry-specific compliance and regulatory requirements in the new cloud environment.	Thoroughly review relevant regulations and compliance requirements specific to your industry and geography. Leverage Azure's compliance offerings and documentation to ensure your cloud environment adheres to necessary standards and regulations.	2	5
Dependency on Single Vendor (SCC)	Over-reliance on SCC for cloud infrastructure, potentially leading to challenges in vendor management or negotiation leverage.	Evaluate the risks associated with vendor lock-in and consider strategies for maintaining flexibility, such as adopting multi-cloud or hybrid cloud approaches. Regularly assess the market to ensure that the vendor continues to meet your needs in terms of cost, capabilities, and service levels.	3	3
User Adoption and Training	Potential resistance or slow adoption of the new cloud environment by end-users due to lack of training or awareness.	Develop a comprehensive training and change management program to support users. Offer various training formats (e.g., workshops, online courses, documentation) tailored to different roles within the organization. Engage users early in the migration process to gather feedback and adjust training materials accordingly.	3	3

Probability Scale (Likelihood)

1. Rare: The risk is unlikely to occur.
2. Unlikely: The risk may occur only in exceptional circumstances.
3. Possible: The risk might occur at some time.
4. Likely: The risk is likely to occur at some time.
5. Almost Certain: The risk is expected to occur in most circumstances.

Impact Scale (Severity)

1. Negligible: The impact is minimal and can be easily managed or absorbed.
2. Minor: The impact causes some disruption but can be managed with minimal efforts.
3. Moderate: The impact causes noticeable disruption and requires management attention.
4. Major: The impact causes considerable disruption and may require significant resources to manage.
5. Catastrophic: The impact causes extreme disruption and can be beyond the current means to manage.

Mitigation Strategies

For each identified risk, we have developed a set of targeted mitigation strategies:

- **Technical Complexity & Integration Issues:** Engage with SCC to leverage their expertise in complex migrations, ensuring they provide detailed planning and support for high-risk applications.
- **Inadequate In-house Expertise:** Invest in Azure training for the in-house IT team or hire temporary external experts to bridge knowledge gaps.
- **Business Continuity & Cyber Security:** Implement robust backup and disaster recovery solutions, alongside thorough security assessments and monitoring.
- **Budget Overruns:** Establish a contingency fund and regularly review project expenditures against the budget.
- **Data Loss or Corruption:** Conduct comprehensive data integrity checks before, during, and after migration.
- **Compliance and Regulatory Risks:** Work closely with legal and compliance teams to ensure all cloud configurations meet regulatory requirements.
- **Dependency on SCC:** Maintain a clear contract with defined SLAs and consider a multi-vendor strategy for future scalability and flexibility.
- **User Adoption and Training:** Develop a comprehensive training program and communication plan to facilitate smooth transition and adoption.

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