

Appendix 2: Risk Register

Title	Risk description	Opp/ threat	Cause	Consequence	Date Raised	Owner	Gross		Current		Residual		Comments	Controls				
							I	P	I	P	I	P		Control description	Due date	Status	Progress %	Action Owner
Trust membership	Inability to recruit and retain suitable trustees	T	Lack of availability of suitable trustees	Trust has low profile, unable to attract funder interest	5/1/17	Peter McQuitty	4	2	4	2	4	2		Approaches being made to suitable candidates through well- connected friends of the project	June 2017		10%	Charlotte Maciszonek
Staff capacity	Unable to write large number of high quality grant applications	T	Lack of staff capacity to write fundraising applications	Not all potential sources of funded applied to, applications not of high enough quality to succeed.	5/1/17	Peter McQuitty	5	3	5	3	5	3	Most staff part time,	Re-alignment of work loads of key staff, focus on fundraising as a priority.	December 2017		10%	Charlotte Maciszonek
Staff capacity	Unable to engage potential private donors	T	Lack of staff capacity and experience to fundraise from private sources.	Insufficient funds raised from private sources.	5/1/17	Peter McQuitty	5	3	5	3	5	3	Strong record on fundraising from HLF and ACE but staff inexperienced in approaching potential private donors.	Fundraising consultant appointed to advise. Fundraising strategy developed. Member of staff trained in fundraising. Support from influential friends of the project.	December 2017		10%	Charlotte Maciszonek
Fundraising targets	Inability to raise fundraising targets	T	Unsuccessful applications to trust and foundations, lack of support and donations from private individuals	HLF second round application would not be successful. Redevelopment project abandoned, reversion to current Explore Oxford galleries as museum site.	5/1/17	Peter McQuitty	5	3	5	3	5	3		Fundraising consultant appointed to advise. Fundraising strategy developed. Member of staff trained in fundraising. Initial support from influential friends of the project.	December 2017		10%	Charlotte Maciszonek

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