1   PURPOSE

The purpose of the INCOSE Risk Management Working Group (RMWG) is to advance knowledge, common understanding, and quality of practice of risk and opportunity management in the systems engineering community worldwide.

Our mission is to develop value-added technical products and participative activities which help INCOSE members effectively and efficiently implement risk and opportunity management.

2   GOALS

The goals and initiatives of the RMWG are to:

- Provide a forum for INCOSE risk management practitioners to present research and analysis results, discuss problems , and put forth improvement ideas, as follows:
    o Holding regular monthly meetings with worldwide access
    o Posting WG member materials on the RMWG web site so that they are available for others to view
    o Holding at least one meeting at each INCOSE IW and IS
- Establish and maintain a process for collecting and consolidating input to be used for updating the INCOSE Handbook risk and opportunity management sections
- Generate specific work products for consideration as input to the INCOSE Handbook including, but not limited to the following
    o A position paper clarifying INCOSE's operational definition of "risk and opportunity management" and describing how interrelationships between risks and opportunities are identified, analyzed and used for decision making
    o Conduct one or more risk management-related surveys within INCOSE or the INCOSE Risk Management WG to help identify unmet needs, gaps and inconsistencies
- Develop and maintain a presentation explaining the benefits of risk and opportunity management, which can be used by members for promoting the application of risk and opportunity management practices.

3   SCOPE

The RMWG scope includes Risk and Opportunity Management process, methods and tools as they relate to Risk Management within the context of Systems Engineering (SE) throughout the life-cycle.

This framing definition excludes Opportunity Management that would apply to business enterprise or service activities pursued outside the context of Risk Management, and Risk and Opportunity Management outside the context of Systems Engineering (SE).

4   SKILLS AND EXPERTISE REQUIRED

Key skills and expertise required for RMWG success are:

- Setting up and moderating international meetings using Live Meeting
- Meeting planning and chairing
- Identification and recruitment of RMWG members for active roles
- Project management/leadership
- Writing and presentation skills
- Document filing/control/website maintenance
- Specialists in Risk and Opportunity Management
- Collaboration skills and knowledge of collaboration, networking, and information management sites, e.g., SharePoint, FaceBook, etc.

Current gaps (also see the Required Resources section below):

- The RMWG is currently short on volunteers committed to specific roles and projects. The Lead and Co-lead plan to fill these gaps by promoting the RMWG through regular monthly meetings and a recruiting effort.
- At this time there are no activities requiring outside resources.

5   MEMBERS, ROLES AND RESPONSIBILITIES

List the names of members and briefly describe their responsibilities.

- Lead: Jack Stein
    - o Chair meetings
    - o Oversee/summarize RMWG project status and action items
    - o Recruit members to take active roles in RMWG activities
    - o Status reporting to the Tech Ops organization

- Co-Lead: Bob Parro
    - o Administer the logistics of monthly Live Meetings
    - o Act in the absence of Lead
    - o Advise on the application of knowledge management, networking, and collaboration tools

- Board Sponsor and Champion: TBD

- Members active in individual Technical Project Plan(s) (TPPs) that align to RMWG goals and initiatives: TBD

6   OUTCOMES (PRODUCTS/SERVICES)

TBD –Intended deliverables (products/services) that will be produced by those participating in the RMWG shall be identified and listed here in the next revision. Details applicable to deliverables shall be defined in separate Technical Project Plans (TPP's). TPP's shall be developed, submitted and tracked as defined by the applicable Technical Operations procedure.

7 APPROACH

The general approach that will guide the RMWG is characterized by the following:

- Meeting frequency of the entire WG team
    - o Monthly international Live Meetings are planned
- Decision making
    - o RMWG level decision-making by consensus of active leaders with research and/or input from general membership as appropriate. Consultation with Tech Ops leadership as appropriate.
    - o Project level decision-making as determined by individual project teams
- Norms or ground rules
    - o Resolutions and decisions by 100% consensus shall be the goal
    - o Roberts Rules of Order shall be used to conduct formal meetings, with majority vote conducted according to Roberts Rules of Order when 100% consensus is not achievable
    - o Members shall adhere to INCOSE ethics, and treat each other with professionalism and respect
- Accountability
    - o It shall be communicated to members that they are expected to follow through on tasks and deadlines committed to, and that they are expected to communicate shortfalls as soon as they are apparent.
- Communications
    - o The initiator of any communication process is expected to verify that successful communication has been achieved.
- Challenges
    - o Members shall approach challenges with a positive "can-do" attitude
- Assumptions
    - o Project assumptions shall be documented and reviewed for validity
- Major phases or milestones
    - o The first milestone for the RMWG is to establish regular recurring WG meetings and a reliable leadership team

8 MEASURES OF SUCCESS

The overall measures of success for the RMWG are as follows. NOTE: Detailed measures of success for individual products/services produced will be contained in the applicable individual TPPs:

- 50 or more total members
- International participation in meetings and projects
- Multi-industry participation (e.g., defense, energy, transportation, medical, etc) in meetings and projects
- 3-5 products/services under development as defined by individual TPPs
- One product/service delivered in 2011

9 RESOURCE REQUIREMENTS

At this time the RMWG resource requirements are minimal:

- Telecoms and Microsoft LiveMeeting for monthly international meetings
- Meeting space with AV equipment and internet/telecoms at IS and IW

At this time the RMWG does not require resources outside INCOSE which would require methods such as MOU/MOA to secure agreements and resourcing.

10 DURATION

The RMWG is to be an ongoing activity with no end date.

11 SIGNATURES

Submitted by: Jack Stein   *[signature]*   Date: 11May2011

Bob Parro   *[signature]*   Date: 5/11/11

1st Level of Approval

Technical Director, INCOSE   *[signature]*   Date: 11/1/2011

2nd Level of Approval

Chairman, INCOSE BoD (if necessary)   _____   Date: _____

Revision History

Date	Revision	Description	Author
11 May 2011	1.0	First Version using 2010 Template.	Jack Stein