# Potential Problem Analysis

## 1 Identify Potential Problems

- **State the action**
  Write, in one sentence, the action or plan to be protected. Include action, end result, modifiers.
  *What decision, action, plan, or end result do we need to protect? What might be at risk?*

- **List potential problems**
  Identify future undesirable deviations.
  *When we take this action, what could go wrong? (object + deviation)*

- **Use knowledge and experience OR...**
  Use ✳ to indicate high priority.
  *Which potential problem should we work on first?*
  *Which potential problem is likely to cause the greatest damage?*

  **...Assess the threat to set priority**
  Determine the degree of risk.
  Record probability and seriousness of each potential problem.
  *How likely is this potential problem? (probability)*
  *How damaging is it likely to be? (seriousness)*
  Mark High, Medium, or Low. Refine using +/-.
  Pick the highest combinations to work on first.

## 2 Identify Likely Causes

- **Consider causes for the potential problem**
  Identify causes that could create the potential problem.
  Explain how they could create the potential problem.
  *What could cause this potential problem? What else...?*

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## 3 Take Preventive Actions

- **Take actions to address likely causes**

  List actions to discourage the likely causes.

  Pick feasible, practical, cost-effective actions.

  Assign responsibility, resources, and time frame for completion.

  *What can we do to prevent or reduce the chances of this likely cause?*

  *How can we keep this likely cause from creating the problem?*

  `LC → PP`
  `(PA)`
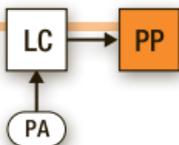
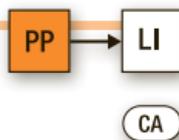## 4 Prepare Contingent Actions and Triggers

- **Prepare actions to reduce likely impact**

  Prepare actions in advance.

  Assign responsibility, resources, and time frame for each action.

  Determine who will disable them when the risk has passed.

  *What actions will we take if the potential problem happens?*

  *What actions will minimize the impact?*

  *What can we do to recover as quickly, cheaply, and effectively as possible?*

  `PP → LI`
  `(CA)`

- **Set triggers for contingent actions**

  Identify the system or person that will initiate each contingent action.

  The trigger can be automatic (preferable) or manual.

  *How will we know the potential problem has occurred?*

  *What will cause the contingent action to start?*

  `PP → LI`
  `(CA)`