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…?*
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?*

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?*

- 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?*