

[illegible]



1 Identify Potential Problems		
When to use Potential Problem Analysis?		
<p><i>Do we have a decision, an action, or plan that could be at risk?</i></p> <p><i>Do we need to know the likely causes to reduce or remove the risk?</i></p> <p><i>Do we need to have actions in place ready for deployment to minimize the impact?</i></p> <p><i>Yes to any of the above = use Potential Problem Analysis</i></p>		
State the action	List potential problems	
<p><i>What decision, action, plan, or end result do we need to protect?</i></p> <p><i>What decision, action, plan, or end result might be at risk?</i></p> <p><i>Write a short, clear statement</i></p> <p><i>Include action, end result, and modifiers</i></p> <p><i>Time frame and cost are optional</i></p>	<p><i>When we take this action, what could go wrong?</i></p> <p><i>What problem(s) could this action cause?</i></p> <p><i>Visualize what problems could occur while taking the action</i></p> <p><i>List quickly without discussion</i></p> <p><i>Revise into object/deviation format</i></p> <p><i>If it is difficult to identify the object and deviation, separate and clarify the potential problem</i></p>	
Use knowledge and experience	OR	Use assess the threat to set priority
<p><i>Looking at the list of potential problems, ask:</i></p> <p><i>Which potential problem should we work on first? Mark with *</i></p> <p><i>Which potential problem is likely to cause the greatest damage?</i></p> <p><i>If priority order is clear, mark the potential problem to work on first with an asterisk (*)</i></p> <p><i>Continue the analysis starting with the highest priority potential problems</i></p> <p><i>If priority order is not clear, then Use Assess the Threat to determine the priority before proceeding with the analysis</i></p>		<p><i>How likely is this potential problem? (probability)</i></p> <p><i>How damaging is it likely to be? (seriousness)</i></p> <p><i>Assess overall probability of the potential problems and mark High, Medium, or Low (H/M/L)</i></p> <p><i>Assess overall seriousness of the potential problems and mark High, Medium, or Low (H/M/L)</i></p> <p><i>Use "+" or "-" to further refine the ratings</i></p> <p><i>Select highest combinations of probability and seriousness (H-H, M-H) to work on first</i></p> <p><i>If it is difficult to assess probability, then first identify likely causes</i></p> <p><i>If it is difficult to assess seriousness, then first identify likely impact</i></p>
2 Identify Likely Causes		
Consider causes for the potential problem		
<p><i>What could cause this potential problem?</i></p> <p><i>What else could cause...?</i></p> <p><i>Review similar experiences</i></p> <p><i>List many likely causes for each potential problem</i></p> <p><i>Explain how each cause could create the potential problem</i></p>		
3 Take Preventive Actions		
Take actions to address likely causes		
<p><i>What can we do to prevent or reduce the chances of this likely cause?</i></p> <p><i>How can we keep this likely cause from creating the potential problem?</i></p> <p><i>List many preventive actions</i></p> <p><i>Assign responsibility, resources, and time frame for each</i></p>		
4 Prepare Contingent Actions and Triggers		
Prepare actions to reduce likely impact		
<p><i>What actions will we take if the potential problem happens?</i></p> <p><i>What actions will minimize the impact if this happens?</i></p> <p><i>What can we do to recover as quickly, cheaply, and effectively as possible?</i></p> <p><i>Brainstorm a list of contingent actions</i></p> <p><i>Involve others who will complete or judge the action or plan</i></p> <p><i>Prepare contingent actions in advance</i></p> <p><i>Assign responsibility, resources, and time frame for each</i></p>		
Set triggers for contingent actions		
<p><i>How will we know the potential problem has occurred?</i></p> <p><i>What will cause the contingent action to start?</i></p> <p><i>Set a trigger for each contingent action</i></p> <p><i>One trigger can initiate more than one contingent action</i></p> <p><i>Identify the system or person that will initiate the contingent action</i></p> <p><i>Automatic triggers are preferable—they do not require judgment</i></p> <p><i>Use manual triggers when there is a choice of contingent actions or when the need for action has to be assessed</i></p>		