



Identify Potential Problems			Identify Likely Causes	Take Preventive Actions
State the action			Consider causes for the potential problem	Take actions to address likely causes
			Consider causes for the potential problem	lake actions to address likely causes
What decision, action, plan, or end result do we need to protect? What decision, action, plan, or end result might be at risk? Write a short, clear statement. Include action, end result, and modifiers. Time frame and cost are optional			What could cause this potential problem?	What can we do to prevent or reduce the chances of this likely cause?
			What else could cause?	How can we keep this likely cause from creating the potential problem?
List potential problems Use knowledge and experience OR		Review similar experiences	List many preventive actions	
When we take this action, what could go wrong?	Which potential problem should we work on first? Mark with *		List many likely causes for each potential problem	Assign responsibility, resources, and time frame for each
What problem(s) could this action cause?	Which potential problem is likely to cause the greatest damage?		List many intoly dadded for each peternial problem	recigit responsibility, resources, and time mane for each
	Use assess the threat to set priority		Explain how each cause could create the potential problem	
Visualize what problems could occur while taking the action	How likely is this potential problem? (probability) How damaging is it likely to be? (seriousness)			
List quickly without discussion Revise into object/deviation format	Record (P) and (S) data. Rate H/M/L Work on highest combinations first			
Potential Problems	Probability	Seriousness	Likely Causes	Preventive Actions
		•		





Prepare Contingent Actions and Triggers

Prepare actions to reduce likely impact

What actions will we take if the potential problem happens?

What actions will minimize the impact if this happens?

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

Brainstorm a list of contingent actions Involve others who will complete or judge the action or plan

Prepare contingent actions in advance Assign responsibility, resources, and time frame for each

Set triggers for contingent actions

How will we know the potential problem has occurred?

What will cause the contingent action to start?

Set a trigger for each contingent action One trigger can initiate more than one contingent action Identify the system or person that will initiate the contingent action

Automatic triggers are preferable—they do not require judgment

Use manual triggers when there is a choice of contingent actions or when the need for action has to be assessed

Contingent Actions	Triggers





Potential Problem Analysis

1 Identify Potential Problems

When to use Potential Problem Analysis?

Do we have a decision, an action, or plan that could be at risk? Do we need to know the likely causes to reduce or remove the risk? Do we need to have actions in place ready for deployment to minimize the impact? Yes to any of the above = use Potential Problem Analysis

State the action

What decision, action, plan, or end result do we need to protect? What decision, action, plan, or end result might be at risk?

> Write a short, clear statement Include action, end result, and modifiers Time frame and cost are optional

List potential problems

When we take this action, what could go wrong? What problem(s) could this action cause?

Visualize what problems could occur while taking the action List quickly without discussion Revise into object/deviation format

If it is difficult to identify the object and deviation, separate and clarify the potential problem

Use knowledge and experience

Looking at the list of potential problems, ask: Which potential problem should we work on first? Mark with * Which potential problem is likely to cause the greatest damage?

If priority order is clear, mark the potential problem to work on first with an asterisk (*)

Continue the analysis starting with the highest priority potential problems If priority order is not clear, then Use Assess the Threat to determine the priority before proceeding with the analysis

Use assess the threat to set priority

How likely is this potential problem? (probability) How damaging is it likely to be? (seriousness)

Assess overall probability of the potential problems and mark High, Medium, or Low (H/M/L) Assess overall seriousness of the potential problems and mark High, Medium, or Low (H/M/L) Use "+" or "-" to further refine the ratings

Select highest combinations of probability and seriousness (H-H, M-H) to work on first If it is difficult to assess probability, then first identify likely causes If it is difficult to assess seriousness, then first identify likely impact

2 Identify Likely Causes

Consider causes for the potential problem

What could cause this potential problem? What else could cause ...?

Review similar experiences List many likely causes for each potential problem Explain how each cause could create the potential problem

3 Take Preventive Actions

Take actions to address likely causes

What can we do to prevent or reduce the chances of this likely cause? How can we keep this likely cause from creating the potential problem?

> List many preventive actions Assign responsibility, resources, and time frame for each

4 Prepare Contingent Actions and Triggers

Prepare actions to reduce likely impact

What actions will we take if the potential problem happens? What actions will minimize the impact if this happens? What can we do to recover as quickly, cheaply, and effectively as possible?

Brainstorm a list of contingent actions Involve others who will complete or judge the action or plan Prepare contingent actions in advance Assign responsibility, resources, and time frame for each

Set triggers for contingent actions

How will we know the potential problem has occurred? What will cause the contingent action to start?

Set a trigger for each contingent action One trigger can initiate more than one contingent action Identify the system or person that will initiate the contingent action Automatic triggers are preferable—they do not require judgment Use manual triggers when there is a choice of contingent actions or when the need for action has to be assessed