

Method	Checklists / Questionnaires
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Description

Checklists are a very simple way to identify risks. As a rule, checklists consist of standardized questionnaires with the help of which risks are systematically recorded. In general, it can be stated that checklists and questionnaires determine the actual status of a particular system. They can contain open or closed questions, whereby closed questions are better suited for the identification of risk potentials, since the evaluation of the answers is simpler and thus leads faster to concrete results. The questions mostly arise with creative techniques. Workshops, brainstorming, etc. are most commonly used in the creation process. It is advisable to consult experts, as they have the greatest access to information and knowledge.

Basic procedure

1. creating a checklist in teamwork (prioritizing the most important topics)
2. step-by-step process through the checklist

Prerequisites/Aids

The phases of idea generation and evaluation for drawing up the checklist should not be interrupted too early. Experts should be present during the preparation process.

Effort

This depends on the length of the checklist and the availability of the required information. Furthermore, questionnaires/checklists with closed questions (yes/no, check boxes) can be analyzed automatically.

Advantages	Disadvantages
<ul style="list-style-type: none"> • Creation of the checklist with few employees possible • Enables a structured approach to risk identification 	<ul style="list-style-type: none"> • A comprehensive elaboration and conscientious working takes time • Checklist must not contain too general risks and must be as exhaustive as possible

Related Literature

Project Management Institute. (2008). Project Management Body of Knowledge (PMBOK).
Newtown Square: Project Management Institute.