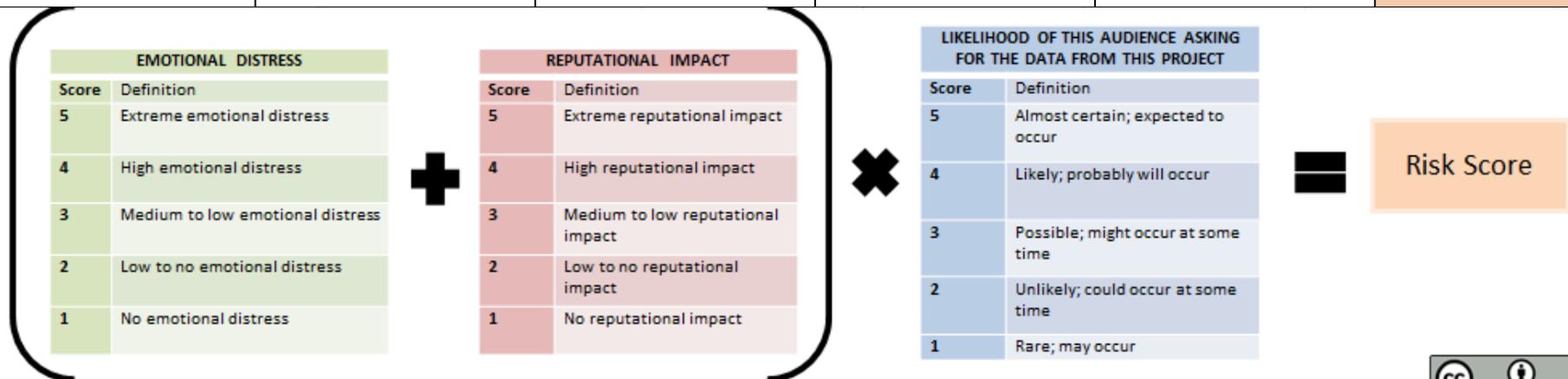




## Step 2: Calculate your risk score

Write in the project names and audiences from Step One. Write one project and one audience per cell, you can repeat projects in multiple rows		What if someone from this audience requested your data for this project and you could not locate or interpret it? <b>Rate your risks and concerns</b> for each group using the scales below. Then use those ratings to <b>compute your risk score</b> for that project. <b>(Emotional Distress + Reputational Impact) x Likelihood = Risk Score</b>			
Project	Audience	Emotional Distress	Reputational Impact	Likelihood	Risk Score



### Step 3: Find out what to do

Risk Score	What to Do
Very High Risk (41-50)	Prioritise data management and data documentation above all other activities. Establish and implement a plan immediately
High Risk (31-40)	Setting aside time to address data management and data documentation is a priority. Establish and implement a plan as soon as possible.
Moderate Risk (21-30)	Setting aside time to address data management and data documentation needs is desirable. Risk should be monitored.
Low Risk (11-20)	Generally does not require action, but should be reviewed periodically.
Very Low Risk (1-10)	No action required.

## Step 4: Personal Action Plan

<b>Issue</b>	
<b>What to do:</b>	
<b>Who to contact/action:</b>	
<b>Scheduled for:</b>	<b>Completed on:</b>
<b>Issue</b>	
<b>What to do:</b>	
<b>Who to contact/action:</b>	
<b>Scheduled for:</b>	<b>Completed on:</b>

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### Contacts

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*Adapted from* Research Data Service, University of Illinois at Urbana-Champaign. "Making Data Management Manageable: A Risk Assessment Activity for Managing Research Data." March 2017. <http://hdl.handle.net/2142/95768>.

