

Appendix 11: Key documents created in the RAMP process

Document	Purpose	Contents
RAMP process plan	To define strategy and basis for undertaking RAMP process over whole life of investment.	Investment brief and perspective, organisation and strategy for RAMP process, and baseline information.
Risk diary	To record significant events, issues and outcomes during RAMP process.	Significant events, problems, results, ideas for improvement and unforeseen risks arising.
Risk review plan	To describe the plan for carrying out a specific, individual risk review.	Risk process manager and review team. Purpose, scope and level of review. Action plan, resource requirements, budget and timetable.
Risk register	To record risk events and analyses (with separate sections for upside and downside risks).	Risk schedules: <ul style="list-style-type: none"> • Preliminary list of risks • Refined list of risks • Groups of risks • Risks where responses made • Residual risks. Individual risk analyses. Risk diagrams. Assumptions list.
Risk response strategy	To define the measures to be adopted to respond to risks.	Response measures, costs of responses and secondary risks.
Risk response plan	To define plans for containing or responding to residual risks.	Containment, opportunity and contingency plans and associated budgets. Responsibilities for action.
Investment model runs	To record the data and results of each run of the investment model.	Timing and purpose of run. Scenarios modelled. Parameter values. Resulting NPVs.
Risk review report	To summarise and report on results of risk review.	Main risks and potential effects. Summary of plans. Riskiness of investment. Lessons learnt. Significant changes arising from review.
Trend schedules	To identify, evaluate and act on new risks or changes in risk exposures and outcomes during the ongoing management of the investment.	Events, situations and changes (trends) which could affect risks, categorised into <ul style="list-style-type: none"> • potential • expected • committed.
RAMP close-down report	To report on overall performance of investment and effectiveness of RAMP process.	Comparison of investment plan (as authorised) against outturn result. Summary of risk history. Assessment of RAMP process as applied to investment. Suggested improvements to RAMP process for future use.

Table 30. Key documents created in the RAMP process