

PLANNING & STRATEGY DEPARTMENT RISK REGISTER 2024-2025																																									
Objective	Risk No.	Risk Categories	Risks	Causes	Effects	Likely/hood	Impact	Overall rating (1-4 low, 5-14 medium, 15-25 high)	Treatment (Risk Owner)	Opportunity (Identify)	Action points (risk owner-align to work plan)	Assess to review (risk owner)-evidences	Actions taken as at 30/09/2024(risk owner+champion)	Likely/hood	Impact	Overall rating(1-4 low, 5-14 medium, 15-25 high)	Challenges	Actions not taken	Recommendations	Likely/hood	Impact	Overall rating(1-4 low, 5-14 medium, 15-25 high)	Areas to review(evidences)	Actions taken as at 31/12/2025(risk owner+champion)	Likely/hood	Impact	Overall rating(1-4 low, 5-14 medium, 15-25 high)	Challenges	Actions not taken	Recommendations	Assess to review (risk champion)-evidences	Actions taken as at 31/03/2025(risk owner+champion)	Likely/hood	Impact	Overall rating(1-4 low, 5-14 medium, 15-25 high)	Challenges	Actions not taken	Recommendations	Assess to review (risk champion)-evidences		
Coordinate organizational Planning, monitoring, evaluation and reporting of planned activities.	PM/RSK/01/2023-24	Reputational	Attainment of a poor score (5) in performance targets rating	Lack of prioritization of PC targets	Poor overall rating among government agencies	2	5	10	1. Setting of SMART targets 2. Prioritization of PC activities 3. Monitoring and evaluation of achievement of targets	Approval of all PC activity budgets	1. Appointment of performance contracting committee 2. Review of targets set before submission for PC 3. PC monitoring Report 4. Activity progress tracker	1. Committee appointment letter 2. PC Review meeting to harmonize targets 3. PC monitoring Report 4. Activity progress tracker	1. PC committee appointment 2. PC reporting tool development 3. PC negotiation and vetting	2	5	10	Withdrawal of government financial support	Prioritization of PC activities	To be considered from Q2		2	5	10	1. 2024-25 PMS targets 2. PC monitoring Report 3. Activity progress tracker 4. Reviewed SGP for P-MBE 5. Training materials and attendance registers	1. prioritization of PC activities 2. PC Q2 reporting 3. PC midterm evaluation 4. Training of MBE officers on MBE and use of reporting tool 5. Review of SGP for Planning, Monitoring & Evaluation	2	5	10	None	2023-2024 PC evaluation by PDMs	PC Evaluation Scheduled for Q3	1. PC monitoring Report 2. Activity progress tracker	1. Appendix for PC activities 2. 2023-2024 PC evaluation by PDMs	1	5	10	None	None	None	1. Q3 PC monitoring Report	
	PM/RSK/02/2023-24	Operational	Lack of continuous Quality Management system improvements	1. Lack in implementation of procedures 2. Limited Understanding	Loss of Certification	2	5	10	1. Internal Audits, QMS Assessments, Surveillence audits, Management Reviews, Trainings, Documentation review	Capacity Building for QMS champions and staff	1. Appointment of QMS champions and auditors 2. Internal audits 3. QMS Assessments 4. Surveillance audits 5. Management review 6. Staff sensitization 7. Review of QMS documentation to be in tandem with practice.	1. Appointment of QMS champions and auditors	1. Appointment of QMS champions and auditors	2	5	10	1. Internal audits 2. QMS Assessments 3. Surveillance audits 4. Management reviews 5. Staff sensitization 6. Review of QMS documentation to be in tandem with practice.	1. Internal audits 2. QMS Assessments 3. Surveillance audits 4. Management reviews 5. Staff sensitization 6. Review of QMS documentation to be in tandem with practice.	Implementation to be not tracked during Q2		2	5	10	1. Recertification contract with KIBBS 2. Budget memo for audit 3. Reviewed Quality Policy, Manual and SOPs for QMS	1. Engagement of certification body to conduct recertification audit 2. Request for approval to carry out Management reviews and management training on ISO 9001:2015 3. Review of Quality policy, manual and QMS	2	5	10	Delayed response from certification body	Recertification on audit	Follow up for audit to be completed in January	Recertification audit report	Recertification audit	2	5	10	1. Agreement of CAP with auditors 2. Several audits taking place hence difficulty in planning for internal quality audit	1. Recertification 2. Internal Audit	1. Follow up on CAPs for agreement and recertification 2. Develop an internal audit programme for approval	Approved CAPs	
	PM/RSK/04/2023-24	Operational	Inaccurate Reporting	1. Reporting for compliance 2. Double Reporting 3. Delay in reporting	Poor operational and strategic decisions by management	2	5	10	1. Appointment and Training of M&E Officers 2. Verification & Validation of reported data by supervisors before submission for collation. 3. Reporting progress tracker	1. Capacity Building for M&E Officers 2. Automation & Implementation of robust Monitoring & Evaluation framework. 3. Development of monitoring and evaluation tools	1. Appointment and Training of M&E Officers 2. Verification & Validation of reported data by supervisors before submission for collation. 3. Activity progress and reporting tracker 4. MBE tools development	1. Appointment and Training of M&E Officers 2. Reminders for submission of reports 3. Rejection of ambiguous reports for resubmission 4. Development of reporting tools 5. Development of reporting trackers	1. Appointment of M&E Officers 2. Reminders for submission of reports 3. Rejection of ambiguous reports for resubmission 4. Development of reporting tools 5. Development of reporting trackers	2	5	10	1. Inaccurate reporting 2. Delay in reporting	1. Reminders for submission of reports 2. Rejection of ambiguous reports for resubmission		2	5	10	1. Verification & Validation of reported data by supervisors before submission for collation. 2. Activity progress and reporting tracker 3. Reviewed SGP for P-MBE 4. Training materials and attendance registers	1. Reminders for submission of reports 2. Rejection of ambiguous reports for resubmission 3. WP Q2 reporting and reporting tracker 4. Training of MBE officers on MBE and use of reporting tool 5. Review of SGP for Planning, Monitoring &	2	5	10	1. Some activities not yet started 2. Delay in reporting 3. Overdue activities	Overdue activities	Focus on late activities and overdue activities	1. Verification & Validation of reported data by supervisors before submission for collation. 2. Activity progress and reporting tracker	1. Reminders for submission of reports 2. Rejection of ambiguous reports for resubmission 3. WP Q3 reporting	1	5	10	1. Some activities not yet started 2. Delay in reporting 3. Overdue activities	Overdue activities	Fast track late activities and overdue activities	Work Plan monitoring reports		