

Issue and Source(s)	Projected Cause of Issue	Solution	Risk if not Mitigated	Assigned owner and due date
Technical issues related to software	IT system updates that are performed weekly	Perform 2-3 performance test prior to October 2018 upload	Low impact / high probability	R. Williamson Due date September 2018
Cost	The project is of low cost however, cost is a potential variable and has to be mentioned	To stick to the budget by not adding additional task to the project.	Low impact / low probability	R. Williamson Due date October 2018
Schedule	Not all nurses may utilize the e-booklet related to vacations, or time constraints	Manage time and resources effectively by: Stick to the sequence of activities. List the project milestones each week via the clinical time logs. Have a contingency plan of asking management to set the e-booklet to delete after three months.	High impact / low probability	Implemented by R. Williamson Due date October 2018 Continued by the Pharmacy and the management team Due date December 2019
Environment	Project authorization denied	Update management and the nurses Show appreciation by thanking the nurses to participating in the SWOT analysis.	High impact / low probability	R. Williamson Due October 2018, but this was started in August 2018

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		The contingency plan is to continually listen to feedback from the nurses, from the mentor, from management, and from UOP professor.		Followed up by the pharmacy team quarterly
People	The nursing team may not be open to this form of technology communication evidenced by writer observed that the communication dash board is not being used	Make the project relevant to nurses by showing historical precedence, showing examples of pharmacy discrepancies, and promoting the project as a shared responsibility to improve medication practice standards. Essentially, promoting the project as a Quality Assurance component for competencies mandated by College of Nurses of Ontario (CNO). Additional contingency plan of telling the nurses the time frame to view the project and reminding the	High impact / low probability	R. Williamson Due October 2018 Followed up by pharmacy quarterly audits

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		<p>nurses to view the project daily. Also clarifying with the nursing team if the one- month timeframe is sufficient time to view the document as the deletion timeframe can be adjusted.</p> <p>After the project is uploaded track the view daily by checking of each nurse that has participated in the project.</p> <p>Recruit the management team to assist in reminding nurses to view the project during daily team meetings.</p>		