

Practice Activity: Risk Management

Overview

In this practice activity, you will apply the concepts that you have learned with respect to risk management including identifying risks, analysing risks as well as evaluating risks.

Background

SmartBright Academy is a private high school with 300 students and 40 staff. They recently started using a locally installed Student Management System on their school computers to manage attendance, grades, and parent contacts. The system is maintained by a single IT technician, who also handles all technical issues.

IT Audit Findings:

- The system requires only a simple 4-digit PIN for staff login. The auditor confirmed that many staff reuse the same PIN across devices
- Parent contact details are stored unencrypted in plain Excel files on a shared drive. The folder is accessible to all staff, not just the admin team
- The IT technician backs up the database weekly, but he stores the backup files on the same computer as the original system
- There is no formal policy or training on how to handle student data securely.
- A new student enrollment portal is under development, but it has not yet been tested for security or reviewed by anyone else.

Instructions

Based on the case study, complete the following:

Risk Register

Fill in the Risk Register Template [file attached with the resources](#), notably:

- Identify the explicitly mentioned risks (do not add other risks)
- Assign a likelihood and impact score using the scales (1-5)
- Risk Score = Likelihood × Impact

Risk Matrix

- Create your own Risk Matrix (5x5) Legend [file attached with the resources](#):
- Define score ranges for Low, Medium, and Critical risk levels in the legend
- Assign scores to every individual cells

(Solution in the next lecture)