Solution

# Task Accountability

1. Series of deliverables – Summer intern has little experience and several of the documents (requirements documents and Statements of work) could create high risk if not accurate and timely. You need to define the “mini-deliverables” and track them closely – expect that rework will be required.
2. Level of effort – Low risk because SME with good track record doing standard task.
3. Series of deliverables – Database is high risk on project. Even though the team member is SME, you need to monitor. I would let the SME define the “mini-deliverables.”
4. Series of deliverables – Supplier cannot be trusted based upon past track record. Let the SME define the “mini-deliverables.”
5. Level of effort – Even though remote, it is still an experienced SME with good track record.
6. Level of effort – The plan was high quality and the risk to the new facility based upon incorrect installation is very low.