IQRM

Institute of Qualified Risk Managers

COURSE SYLLABUS

QRM Specialist Training

The four documents every risk manager is expected to produce, built on a real project.

Knowing what a risk register is, and being able to write a good one, are two different skills. This course teaches the second one.

INSIDE

STRUCTURE	TAUGHT CONTENT	OUTPUTS	SOFTWARE
Primer + 4 builds	**6 hours**	**4 documents**	**Excel and Word**

Enrol now

iqrm.net/course/qrm-specialist-training

Full details, dates and price shown at checkout.

01 · WHY THIS EXISTS

Most quantitative models fail because the register underneath them is weak.

Run a simulation on a weak register and you get a precise answer to a question nobody asked. The model is not the problem. The input is.

The documentation gap nobody trains for

YOU INHERIT
a register you did not write

YOU ARE ASKED
to facilitate a workshop you have never seen run

YOU ARE TOLD
to produce a plan you have never been shown

YOU MUST REPORT
to a committee in a single page

The tooling gets taught. The craft does not.

For you if

- New to risk, never shown the core documents
- Planner, cost or project engineer moving into risk
- You inherited a register you cannot defend
- You are facing your first workshop
- Your reports get read and not acted on

Not for you if

- You already write all four documents well
- You came for simulation or contingency setting

Either way, the right product is **QRM Professional**. Page 7.

02 · WHAT YOU LEAVE ABLE TO DO

01 **Author a Risk Management Plan.** Eight sections, written for your project.

02 **Write a risk statement that survives challenge.** Cause, event and consequence, cleanly separated.

03 **Populate a full register.** Probability, pre and post mitigation, named owner, funded response.

04 **Facilitate a two-hour workshop.** A run sheet you could hand to a co-facilitator.

05 **Report risk in one page.** Top five by movement, and one clear decision request.

Not covered, deliberately

No Monte Carlo. No QSRA. No QCRA. Those sit in QRM Professional, and only pay off once the register beneath them is defensible.

03 · THE FOUR BUILDS

Structured around outputs, not topics.

Every build ends with a finished document. Taught in the order the work is actually done.

01 Risk Management Plan

OUTPUT An eight-section plan, written for your project.

- **Scope and interfaces.** Where risk meets cost, schedule and commercial.
- **Risk Breakdown Structure.** Built for your project, not imported.
- **Probability and impact scales.** Calibrated to project value, not copied.
- **Risk appetite.** Stated in numbers the business will stand behind.
- **Roles and escalation.** Who owns what, and what triggers escalation.
- **Cadence and reporting.** How often, to whom, to what standard.

> First for a reason. Everything you score in the register is measured against what you define here.

02 Risk Statement and Register

OUTPUT A populated register. 40 statements in WHY, WHAT, HOW form.

- **Cause, event, consequence.** Separating the three, and spotting a cause dressed as a risk.
- **WHY, WHAT, HOW.** Writing so two estimators read it the same way.
- **Probability as a number.** Not a colour. What a percentage actually claims.
- **Pre and post mitigation.** Scoring both honestly, against your own scales.
- **Owners and responses.** Named, accountable, and funded rather than intended.
- **The usual failures.** Duplication, double counting, issues logged as risks.

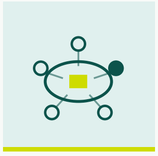
WHY THE ORDER IS WHAT IT IS

01	02	03	04
Plan	**Register**	**Workshop**	**Report**
Sets the scales	Scored against them	Fills it properly	Drives the decision

Ready to build the four documents?

A primer plus four builds. Every one of them ends in a finished document. ›

03



Risk Workshop

OUTPUT A two-hour run sheet and a facilitation pack.

- **Preparation.** Who is in the room, and what is pre-populated.
- **Silent generation.** Why it surfaces more risks than open discussion.
- **Round robin capture.** So the quiet engineer is heard as clearly as the director.
- **Challenge and merge.** Killing duplicates, tightening vague entries live.
- **Live scoring.** Stopping seniority from setting the numbers.
- **Owner closure.** Nobody leaves until every risk is named and owned.

04

Risk Status Report

OUTPUT A one-page format, reusable every cycle.

- **Report to a decision.** Not to a template.
- **Top five by movement.** Movement tells you more than score.
- **Trend arrows.** What has to be true to earn one.
- **The decision request.** What you want from the committee, in one line.
- **What to leave out.** And how to defend leaving it out.

The standard your work is measured against

Six questions. A risk statement that fails any one of them is not finished.

01 Can cause, event and consequence each be pointed to?

02 Would two estimators produce the same number?

03 Is it a risk, or an issue already in progress?

04 Is there a named person who can be held to it?

05 Is the response funded, or only intended?

06 Does it appear elsewhere under another name?

04 · HOW THE COURSE IS STRUCTURED

STAGE	FOCUS	YOU LEAVE WITH
Primer	Vocabulary and framing	Risk against uncertainty, types of risk, and why registers fail. Watched before you start.
Build 01	Risk Management Plan	An eight-section plan, with the scales and appetite everything else is measured against
Build 02	Risk statement and register	A populated register carrying 40 statements in WHY, WHAT, HOW form
Build 03	Risk workshop	A two-hour run sheet and a facilitation pack you can run a room with
Build 04	Risk status report	A one-page format, reusable every reporting cycle

Six hours of taught content plus the primer. Each build is worked on your own project or on the supplied case study, so you finish holding the document rather than notes about it.

05 · WHAT IS INCLUDED

Foundations primer
40 minutes, recorded, released the moment you enrol.

All four builds
Taught in sequence, each ending in a finished document.

Four templates
Plan, register, workshop pack, one-page report. Excel and Word.

Real project case study
Scope, programme and cost data. You never have to find a project.

Lifetime access
Materials, templates and every deliverable stay yours.

Progression credit
Toward QRM Professional if you enrol within 90 days of finishing.

Four documents you can use on Monday

The plan, the register, the workshop pack and the report. All of them yours to keep.

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06 · PRACTICALITIES

What the course asks of you.

Structure	A recorded primer plus four builds, taken in sequence.
Software	Excel and Word. Nothing to install, no licence to buy.
Prerequisites	None.
Project to work on	Supplied. Use your own instead if you prefer.
Before you start	Watch the 40-minute primer, released on enrolment.
Effort	Around two hours of your own drafting per build.
Materials	Everything is yours to keep, including every deliverable you produce.
Guarantee	14-day refund.
Instructor	Rami Salem, Institute of Qualified Risk Managers.

07 · QUESTIONS

I have no project to apply this to.

Not a problem, and nothing to arrange. Everyone gets a case study drawn from a real project. You are never asked to share commercially sensitive material or get anything approved internally.

How do I know my work is good enough?

Every register built on this course is tested against the six questions on page 4. A statement that fails any one of them is not finished. It is the same standard applied on real projects.

Does this teach Monte Carlo, QSRA or QCRA?

No, and that is deliberate. Simulation on a weak register produces confident nonsense. This builds what the simulation stands on.

I have never worked in risk. Will I keep up?

Yes. The primer covers the vocabulary before you start, so no course time goes on definitions.

Why does the plan come before the register?

Because the scales and appetite in the plan are what every register score is measured against. Build the register first and you are scoring against assumptions you never examined.

Do I need special software?

No. Excel and Word only.

Still deciding?

Every deliverable listed here is yours to keep, and there is a 14-day refund guarantee.

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08 · WHAT COMES NEXT

Specialist builds the register. Professional puts a number on it.

Sequential, not alternatives.

QRM Specialist YOU ARE HERE	The four documents. Plan, register, workshop, report. Excel and Word, no software to install. **Four documents, Excel and Word · current price at iqrm.net**

NEXT

QRM Professional QUANTIFICATION	Monte Carlo, QSRA, QCRA, integrated cost and schedule risk, the Risk Data Engine, sensitivity analysis, decision modelling. Safran Risk access and the certification pathway. **Progression credit within 90 days of finishing Specialist**

ENROLMENT IS OPEN

Four documents. Built on a real project.

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Need a quotation on letterhead for employer funding? Email rs@iqrm.net, issued same working day.

Risk may or may not happen. Uncertainty is already happening.