

PRJ-05 — Learning Hub pilot: status report and risk register

Status as at 25 September 2026. Prepared by Aina Rahman. Fictional training data.

Overall status: Amber

The charter (PRJ-01) was approved on 22 September with a 3 November target start. Supplier selection and purchase approval are still pending.

Progress since the steering committee

- Revised supplier pricing was requested on 17 September. It has not yet been received.
- The staff access check was completed on 19 September. Six of the 50 pilot staff accounts need fixing.

Budget

Budget cap: RM10,000. Spent to date: RM0. No purchase has been committed.

Decisions needed from the steering committee

1. Approve a supplier within the RM10,000 cap, or agree a change to scope.
2. Assign an owner for existing training records, or confirm that no action is needed for the pilot.

Risk register

Score = probability (1–5) × impact (1–5). 1–6 Low, 7–12 Medium, 13–25 High.

ID	Risk	P	I	Score	Owner	Response
R1	Supplier price exceeds the RM10,000 cap	4	4	16 High	Aina Rahman	Revised pricing requested; not yet received
R2	Staff accounts not ready for the pilot group	3	3	9 Medium	Kumar Selvam	Fix the six accounts before the pilot
R3	No owner for existing training records	4	4	16 High	Not assigned	No response recorded
R4	Low course completion during the pilot	3	3	9 Medium	Dr Farah Ismail	Line managers to remind pilot staff weekly

Next steps

Receive revised pricing, fix the six staff accounts and agree an owner for existing training records before the next steering committee.