

Outline India Research Private Limited **Risk Management Plan**

1. Objective:

To identify, assess, and mitigate potential risks that may impact research integrity, data security, operational continuity, compliance, or stakeholder trust.

2. Key Risk Areas & Mitigation Measures:

Risk Area	Potential Risks	Mitigation Measures
Data Security	Loss, breach, or misuse of sensitive respondent data	Use of encrypted platforms (e.g., SurveyCTO, Gmail Workspace) and access-controlled systems
Fieldwork Operations	Safety issues during field visits, logistical delays, or local disruptions	Standard operating procedures (SOPs), field safety protocols, local liaison support
Compliance	Non-compliance with legal, tax, or donor regulations	Regular audits, GST/TDS filings, legal review of contracts
Research Ethics	Lack of informed consent, biased data collection	Ethics training, informed consent formats, internal checks on bias
Staff Turnover	Knowledge loss or project delays due to attrition	Documentation practices, training backups, handover protocols
Financial Management	Delays or inaccuracies in budgeting, reporting, or invoicing	Quarterly reviews, approval hierarchies, external audits
Technology Dependency	Platform failures or data sync issues	Cloud backups, offline survey capabilities, IT troubleshooting

3. Review & Responsibility:

- The management team at **Outline India Research Private Limited** periodically reviews risk mitigation strategies.
- Project-specific risks are assessed at inception and monitored throughout the project lifecycle