

PROJECT RISK MANAGEMENT PLAN

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PROJECT OWNERSHIP		
PROJECT NAME		
PROJECT OVERVIEW		
PROJECT MANAGER NAME		
CONTACT INFO	PHONE	
	EMAIL	
	MAILING ADDRESS	

PLAN VERSION		
VERSION	DATE	AUTHOR
REASON		

SECTIONS IMPACTED	
SECTION TITLE	AMENDMENT

DISTRIBUTION		
DELIVERY METHOD	ISSUE DATE	ISSUED TO

RISK REGISTER

IDENTIFIED RISK	CURRENT STATUS	RISK MITIGATION STRATEGIES

RISK ANALYSIS AND EVALUATION

Complete the following for each IDENTIFIED RISK. See RISK MATRIX *below*.

IDENTIFIED RISK	RISK GRADE	POTENTIAL IMPACT

RISK MATRIX					
		SECTIONS IMPACTED			
		LOW	MEDIUM	HIGH	EXTREME
LIKELIHOOD	LOW	N	D	C	A
	MEDIUM	D	C	B	A
	HIGH	C	B	A	A

RISK MITIGATION

Complete the following for each IDENTIFIED RISK graded A, B, or C. See RISK MITIGATION CHART below.

IDENTIFIED RISK		MITIGATION ACTION: PREVENTATIVE or CONTINGENCY?
BUDGETARY IMPLICATIONS		
PROPOSED MITIGATION ACTION		
STAKEHOLDERS RESPONSIBLE		
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STAKEHOLDERS RESPONSIBLE		

RISK MITIGATION BASED UPON GRADE	
GRADE	POSSIBLE ACTION
A	As a priority, mitigation actions reducing both likelihood and seriousness are to be identified and implemented at the start of project.
B	Mitigation actions reducing both likelihood and seriousness are to be identified and implemented throughout course of project.
C	Mitigation actions reducing both likelihood and seriousness are to be identified and costed for possible action should funds permit execution.
D	Risk to be noted with action only required should grading increase over time.
N	Risk to be noted with action only required should grading increase over time.

RISK MONITORING

REVIEW OF RISKS AND ISSUES - *check for issues that may have escalated*

REVIEW FREQUENCY

PARTIES RESPONSIBLE FOR REVIEWING

MONITORING

MONITORING FREQUENCY

PARTIES RESPONSIBLE FOR MONITORING

REPORTING

REPORTING FREQUENCY

PARTIES RESPONSIBLE FOR REPORTING

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