**PROJECT RISK MANAGEMENT PLAN**

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| **PROJECT OWNERSHIP** |
| **PROJECT NAME** |  |
| **PROJECT OVERVIEW** |  |
| **PROJECT MANAGER NAME** |  |
| **CONTACT INFO** | **PHONE** |   |
| **EMAIL** |   |
| **MAILING ADDRESS** |   |
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| **PLAN VERSION** |  |
| **VERSION** | **DATE** | **AUTHOR** |  |
|   |   |   |  |
| **REASON** |  |
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| **SECTIONS IMPACTED** |  |
| **SECTION TITLE** | **AMENDMENT** |  |
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| **DISTRIBUTION** |  |
| **DELIVERY METHOD** | **ISSUE DATE** | **ISSUED TO** |  |
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| **EXECUTIVE SUMMARY** |  |
| **RISK ANALYSIS AND EVALUATION PROCESS** |  |
|   |  |
| **DEVELOPMENT OF RISK PREVENTION MITIGATION STRATEGIES PROCESS** |  |
|   |  |
| **REVIEW SCHEDULE, PROCESS, AND PARTIES RESPONSIBLE** |  |
|   |  |
| **RISK MANAGEMENT ROLES AND RESPONSIBILITIES** |  |
| **NAME** | **ROLE** | **RESPONSIBILITIES** |  |
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| **RISK REPORTING PROCESS** |  |
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| **RISK ASSESSMENT** |  |
| **RISK IDENTIFICATION** |  |
| **RISK OVERVIEW** | **EVENT OR THREAT TRIGGERS** |  |
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| **RISK REGISTER** |  |
| **IDENTIFIED RISK** | **CURRENT STATUS** | **RISK MITIGATION STRATEGIES** |  |
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| **RISK ANALYSIS AND EVALUATION** |  |
| **Complete the following for each IDENTIFIED RISK. S*ee* RISK MATRIX *below.*** |  |
| **IDENTIFIED RISK** | **RISK GRADE** | **POTENTIAL IMPACT** |  |
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| **RISK MITIGATION** |  |
| **Complete the following for each IDENTIFIED RISK graded A, B, or C. S*ee* RISK MITIGATION CHART *below.*** |  |
| **IDENTIFIED RISK** |   | **MITIGATION ACTION: PREVENTATIVE or CONTINGENCY?** |  |
| **BUDGETARY IMPLICATIONS** |   |  |
| **PROPOSED MITIGATION ACTION** |   |  |
| **STAKEHOLDERS RESPONSIBLE** |   |  |
| **IDENTIFIED RISK** |   | **MITIGATION ACTION: PREVENTATIVE or CONTINGENCY?** |  |
| **BUDGETARY IMPLICATIONS** |   |  |
| **PROPOSED MITIGATION ACTION** |   |  |
| **STAKEHOLDERS RESPONSIBLE** |   |  |
| **IDENTIFIED RISK** |   | **MITIGATION ACTION: PREVENTATIVE or CONTINGENCY?** |  |
| **BUDGETARY IMPLICATIONS** |   |  |
| **PROPOSED MITIGATION ACTION** |   |  |
| **STAKEHOLDERS RESPONSIBLE** |   |  |
| **IDENTIFIED RISK** |   | **MITIGATION ACTION: PREVENTATIVE or CONTINGENCY?** |  |
| **BUDGETARY IMPLICATIONS** |   |  |
| **PROPOSED MITIGATION ACTION** |   |  |
| **STAKEHOLDERS RESPONSIBLE** |   |  |
| **IDENTIFIED RISK** |   | **MITIGATION ACTION: PREVENTATIVE or CONTINGENCY?** |  |
| **BUDGETARY IMPLICATIONS** |   |  |
| **PROPOSED MITIGATION ACTION** |   |  |
| **STAKEHOLDERS RESPONSIBLE** |   |  |
| **IDENTIFIED RISK** |   | **MITIGATION ACTION: PREVENTATIVE or CONTINGENCY?** |  |
| **BUDGETARY IMPLICATIONS** |   |  |
| **PROPOSED MITIGATION ACTION** |   |  |
| **STAKEHOLDERS RESPONSIBLE** |   |  |
| **IDENTIFIED RISK** |   | **MITIGATION ACTION: PREVENTATIVE or CONTINGENCY?** |  |
| **BUDGETARY IMPLICATIONS** |   |  |
| **PROPOSED MITIGATION ACTION** |   |  |
| **STAKEHOLDERS RESPONSIBLE** |   |  |
| **IDENTIFIED RISK** |   | **MITIGATION ACTION: PREVENTATIVE or CONTINGENCY?** |  |
| **BUDGETARY IMPLICATIONS** |   |  |
| **PROPOSED MITIGATION ACTION** |   |  |
| **STAKEHOLDERS RESPONSIBLE** |   |  |
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| **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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