

[Client]

[Project]

Risk Management Plan

<Date>

[Client Name]

[Project Name]

Project Risk Summary as of [date]

Risks by Likelihood

	Low	Med	High	Total Open	Total Closed
Resource	0	0	0	0	0
Financial	0	0	0	0	0
Technical	0	0	0	0	0
Project Management	0	0	0	0	0
Organizational	0	0	0	0	0
Quality	0	0	0	0	0
TOTAL	0	0	0	0	0

Risks by Impact

	Low	Med	High	Total Open	Total Closed
Resource	0	0	0	0	0
Financial	0	0	0	0	0
Technical	0	0	0	0	0
Project Management	0	0	0	0	0
Organizational	0	0	0	0	0
Quality	0	0	0	0	0
TOTAL	0	0	0	0	0

Status	Track	Likelihood	Impact
Open	Resource	High	High
Closed	Financial	Medium	Medium
	Technical	Low	Low
	Project Managem		
	Organizational		
	Quality		

[Client Name]

[Project Name]

Project Risk Management Plan - Instructions

Likelihood of risk events are assessed qualitatively by the PMO with input from the appropriate risk owners. The categories for both likelihood and consequence are: High/Medium/Low.

- High - Very likely probability of occurrence
- Medium - Likely probability of occurrence
- Low - Unlikely probability of occurrence

Impact of risk events are assessed qualitatively by the PMO with input from the appropriate risk owners. The categories for impact are: High/Medium/Low.

- High - High impact on project cost and schedule
- Medium - Some impact on project cost and schedule
- Low - Relatively little impact on project cost and schedule

		Impact		
		Low	Medium	High
Likelihood	High	3	6	9
	Medium	2	4	6
	Low	1	2	3

Risks are scored as follows:

- Risks with a score greater than or equal to 6 are considered to be “high”
- Risks with a score between 3 and 4 are considered to be “medium”
- Risks with a score of less than 3 are considered to be “low”

Aggregation and Reporting - In order to facilitate the Risk Management process, the subsequent tabs will be used to record and track all identified risks together with priority, likelihood, impact analysis and planned action/mitigation. This tool will be owned by the PMO who will be responsible for ensuring the completeness, accuracy and actuality of the risks stored.

Management and Decision Making - Decision making on risk mitigating actions and review of the Risk Management Process. While the impact of a risk occurring should remain fairly static, the likelihood of a risk occurring may vary over time. Therefore risks must be reviewed on at least the frequency indicated in the following table:

Risk Score	Periodicity of Review
Risk <= 2	Quarterly
2 < Risk < 6	Monthly
Risk >= 6	Weekly

[Client Name]

[Project Name]

Project Risk Management Plan - Background

Uncertainties, risks and opportunities are present in all projects. Identifying and controlling these risks is an integral part of project management. In order to manage the risks inherent to the project, a Risk Management Framework is to be implemented. Any opportunities identified during the course of the analysis can be implemented by the same process developed for managing risks.

The purpose of this framework is to minimize the impact of unplanned incidents on the project by identifying and addressing potential risks before significant negative consequences occur; and, it should give the PMO an improved level of confidence that the primary project parameters of cost, schedule and operational performance (reliability/maintainability) are achieved.

The following framework is used to ensure completeness of risk data across project phases and applications: Risks are grouped into Risk Categories. Risk categories are clusters of risks sharing the same risk origin or cause. The following Risk Categories have been identified:

- Resource - Risks resulting from inadequate resources (examples: Skill set and experience of project staff, availability, workload, involvement and training of users)
- Financial - Risks resulting from inadequate funding, increased funding, or potential significant funding changes
- Technical - Risks resulting from inadequate systems and applications (examples: fitness for purpose of software and hardware, changes of standards, interfaces and system integration issues, response time)
- Project Management - Risks resulting from failed or inadequate processes and management of the [PROJECT NAME] project (examples: project budget, deadlines, project scope, approval process)
- Organizational - Risks resulting from organizational events that may impact [PROJECT NAME] (examples: changes to the project due to reorganization, changes in leadership, lack of buy-in by key stakeholders)
- Quality - Risks resulting from lack of quality processes and reviews of processes, procedures, and project deliverables.

The Risk Management Process for is a sequence of steps that are performed on a continuous basis throughout the project. These steps are:

- Risk Identification - This includes the initial identification of risks at project inception as well as the continuous identification of risks throughout the project. Any project team member may identify issues or concerns that may prevent the project from progressing as planned. It is the responsibility of each project member to raise those issues to team leads and/or project leadership.
- Data Collection and Measurement - Collection of risk-related information. This step comprises the assessment of each risk with respect to Likelihood and Impact of a risk event to occur. Risks are prioritized based on their likelihood and impact to the project as a whole (see instructions tab for details). The impact can be on project schedule (i.e., a delay of certain project milestones) or on project budget (i.e., additional cost of the project).