**PROJECT RISK MITIGATION**

**CHECKLIST**

Use this risk mitigation checklist to guide you through understanding risk mitigation as part of the entire project.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DONE | TO-DO | N/A | ITEM | DATE COMPLETED |
|  |  |  | Obtain senior leadership commitment |   |
|  |  |  | Identify project stakeholders |   |
|  |  |  | Develop project plan |  |
|  |  |  | Gain stakeholder sign off |   |
|  |  |  | Develop risk assessment criteria |  |
|  |  |  | Define and categorize risks |  |
|  |  |  | Assess risk impact |  |
|  |  |  | Prioritize risks |  |
|  |  |  | Identify mitigation measures for each risk |  |
|  |  |  | Complete and communicate risk mitigation plans |  |
|  |  |  | Implement mitigation plans |  |
|  |  |  | Monitor risks |  |
|  |  |  | Review and update risks |   |

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