**[A green sign with white text

Description automatically generated](https://www.smartsheet.com/try-it?trp=12075&utm_source=template-word&utm_medium=content&utm_campaign=Risk+Scenario+Planning-word-12075&lpa=Risk+Scenario+Planning+word+12075)RISK SCENARIO PLANNING TEMPLATE**

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

|  |  |  |  |
| --- | --- | --- | --- |
| VERSION | | | |
| VERSION | | DATE | AUTHOR |
|  | |  |  |
| REASON | | | |
|  | | | |
| SECTIONS IMPACTED | | | |
| SECTION TITLE | | AMENDMENT | |
|  | |  | |
|  |  |  |  |
|  |  |  |  |
|  | |  | |
| DISTRIBUTION | | | |
| DELIVERY METHOD | | ISSUE DATE | ISSUED TO |
|  | |  |  |
|  |  |  |  |
|  |  |  |  |
|  | |  |  |

|  |  |  |
| --- | --- | --- |
| EXECUTIVE SUMMARY | | |
| RISK ANALYSIS AND EVALUATION PROCESS | | |
|  | | |
| DEVELOPMENT OF RISK PREVENTION MITIGATION STRATEGIES PROCESS | | |
|  | | |
| REVIEW SCHEDULE, PROCESS, AND RESPONSIBLE PARTIES | | |
|  | | |
| RISK MANAGEMENT ROLES AND RESPONSIBILITIES | | |
| NAME | ROLE | RESPONSIBILITIES |
|  |  |  |
|  |  |  |
|  |  |  |
| RISK REPORTING PROCESS | | |
|  | | |

|  |  |  |
| --- | --- | --- |
| RISK ASSESSMENT | | |
| RISK IDENTIFICATION | | |
| RISK OVERVIEW | | EVENT OR THREAT TRIGGERS |
|  | |  |
| RISK REGISTER | | |
| IDENTIFIED RISK | CURRENT STATUS | RISK MITIGATION STRATEGIES |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

CONTINGENCY ANALYSIS AND EVALUATION

|  |  |  |
| --- | --- | --- |
| Complete the following for each IDENTIFIED RISK. S*ee* MATRIX*.* | | |
| IDENTIFIED RISK | RISK GRADE | POTENTIAL IMPACT |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

A chart of a risk matrix

Description automatically generated

MITIGATION

Complete the following for each IDENTIFIED RISK. S*ee* MITIGATION CHARTbelow.

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| IDENTIFIED RISK |  | | |
| GRADE |  | MITIGATION ACTION: Preventative or Contingency? |  |
| BUDGETARY IMPLICATIONS | |  | |
| STAKEHOLDERS RESPONSIBLE | |  | |
| IDENTIFIED RISK |  | | |
| GRADE |  | MITIGATION ACTION: Preventative or Contingency? |  |
| BUDGETARY IMPLICATIONS | |  | |
| STAKEHOLDERS RESPONSIBLE | |  | |
| IDENTIFIED RISK |  | | |
| GRADE |  | MITIGATION ACTION: Preventative or Contingency? |  |
| BUDGETARY IMPLICATIONS | |  | |
| STAKEHOLDERS RESPONSIBLE | |  | |
| IDENTIFIED RISK |  | | |
| GRADE |  | MITIGATION ACTION: Preventative or Contingency? |  |
| BUDGETARY IMPLICATIONS | |  | |
| STAKEHOLDERS RESPONSIBLE | |  | |

|  |
| --- |
| 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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