**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 |
|  |   |   |
|  |   |   |   |
|  |   |   |   |
|  |   |   |

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| --- |
| 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 |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |



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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| --- |
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