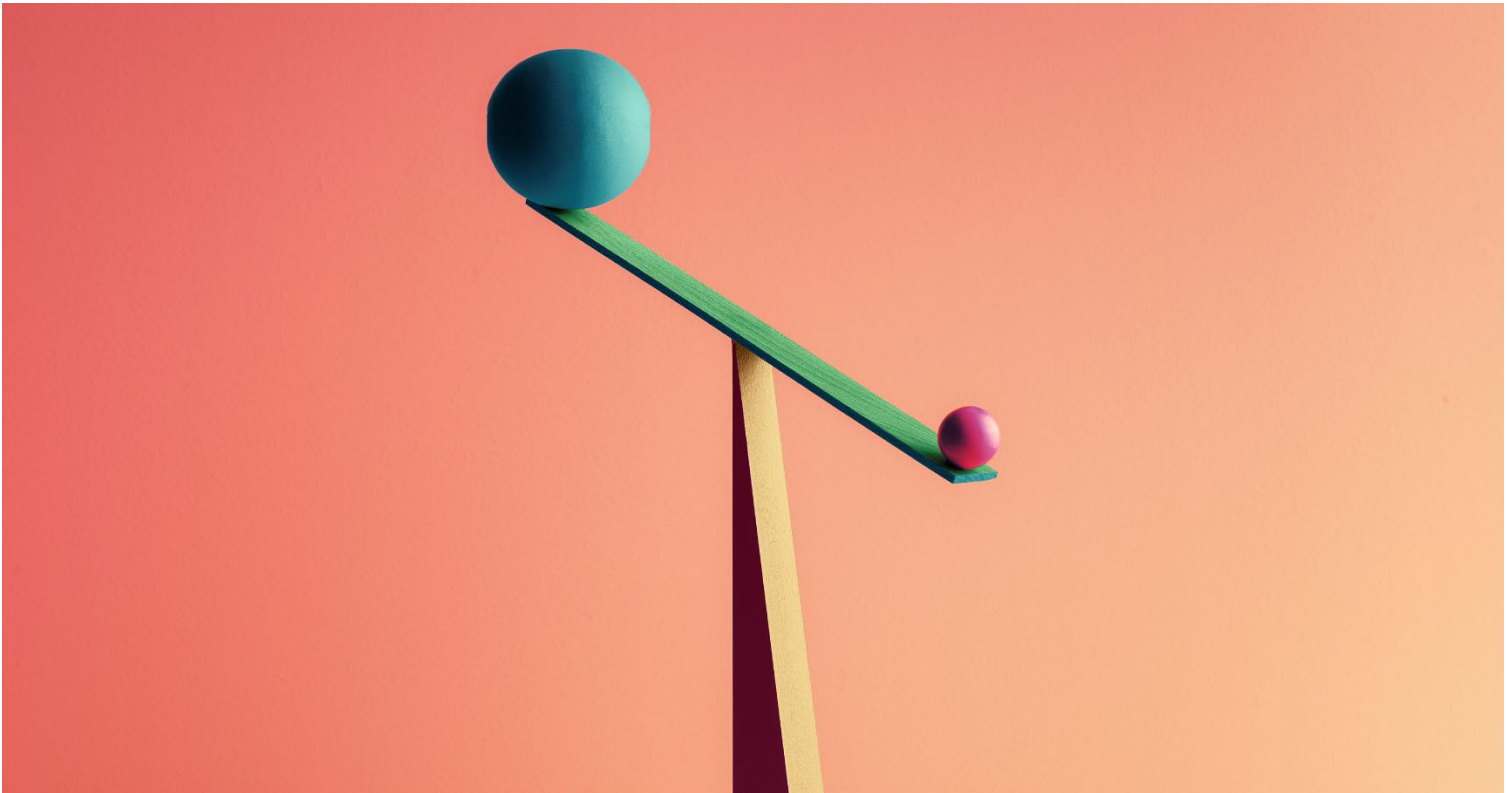


RISK SCENARIO PLANNING TEMPLATE

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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. See MATRIX.

IDENTIFIED RISK	RISK GRADE	POTENTIAL IMPACT

RISK MATRIX					
		SECTIONS IMPACTED			
		LOW	MEDIUM	HIGH	EXTREME
LIKELIHOOD	LOW	N	D	C	A
	MEDIUM	D	C	B	A
	HIGH	C	B	A	A

MITIGATION

Complete the following for each IDENTIFIED RISK. See MITIGATION CHART below.

MITIGATION BASED UPON GRADE	
GRADE	POSSIBLE ACTION
A	As a top priority, mitigation actions that decrease both the likelihood and severity of this risk should be identified and implemented during the project planning phase and monitored throughout the project lifecycle.
B	Mitigation actions that decrease both the likelihood and severity of this risk should be identified and implemented during the project planning phase and monitored throughout the project lifecycle.
C	Mitigation actions that decrease the likelihood of this risk should be identified and costed for potential execution. These actions should be monitored throughout the project lifecycle.
D	Mitigation actions that decrease the likelihood of this risk should be identified and costed for potential execution. These actions may not need to be regularly reviewed unless the risk grading increases over time.
N	Note the risk only if the risk grading increases over time.

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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