[A green sign with white text

Description automatically generated with medium confidence](https://www.smartsheet.com/try-it?trp=11377&utm_source=integrated+content&utm_campaign=/content/project-risk-templates&utm_medium=Project+Risk+Management+Plan+doc+11377&lpa=Project+Risk+Management+Plan+doc+11377&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**PROJECT RISK MANAGEMENT PLAN**

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT OWNERSHIP** | | | |
| **PROJECT NAME** |  | | |
| **PROJECT OVERVIEW** |  | | |
| **PROJECT MANAGER NAME** | |  | |
| **CONTACT INFO** | **PHONE** |  | |
| **EMAIL** |  | |
| **MAILING ADDRESS** |  | |
|  |
|  |
|  |  |  |  |  |
| **PLAN 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 PARTIES RESPONSIBLE** | | | |  |
|  | | | |  |
| **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** |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  |  |  |  |  |
| **RISK ANALYSIS AND EVALUATION** | | | |  |
| **Complete the following for each IDENTIFIED RISK. S*ee* RISK MATRIX *below.*** | | | |  |
| **IDENTIFIED RISK** | | **RISK GRADE** | **POTENTIAL IMPACT** |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
| Table  Description automatically generated   |  | | --- | |  | | | | |  |
|  |  |  |  |  |
| **RISK MITIGATION** | | | |  |
| **Complete the following for each IDENTIFIED RISK graded A, B, or C. S*ee* RISK MITIGATION CHART *below.*** | | | |  |
| **IDENTIFIED RISK** |  | | **MITIGATION ACTION: PREVENTATIVE or CONTINGENCY?** |  |
| **BUDGETARY IMPLICATIONS** | |  | |  |
| **PROPOSED MITIGATION ACTION** | |  | |  |
| **STAKEHOLDERS RESPONSIBLE** | |  | |  |
| **IDENTIFIED RISK** |  | | **MITIGATION ACTION: PREVENTATIVE or CONTINGENCY?** |  |
| **BUDGETARY IMPLICATIONS** | |  | |  |
| **PROPOSED MITIGATION ACTION** | |  | |  |
| **STAKEHOLDERS RESPONSIBLE** | |  | |  |
| **IDENTIFIED RISK** |  | | **MITIGATION ACTION: PREVENTATIVE or CONTINGENCY?** |  |
| **BUDGETARY IMPLICATIONS** | |  | |  |
| **PROPOSED MITIGATION ACTION** | |  | |  |
| **STAKEHOLDERS RESPONSIBLE** | |  | |  |
| **IDENTIFIED RISK** |  | | **MITIGATION ACTION: PREVENTATIVE or CONTINGENCY?** |  |
| **BUDGETARY IMPLICATIONS** | |  | |  |
| **PROPOSED MITIGATION ACTION** | |  | |  |
| **STAKEHOLDERS RESPONSIBLE** | |  | |  |
| **IDENTIFIED RISK** |  | | **MITIGATION ACTION: PREVENTATIVE or CONTINGENCY?** |  |
| **BUDGETARY IMPLICATIONS** | |  | |  |
| **PROPOSED MITIGATION ACTION** | |  | |  |
| **STAKEHOLDERS RESPONSIBLE** | |  | |  |
| **IDENTIFIED RISK** |  | | **MITIGATION ACTION: PREVENTATIVE or CONTINGENCY?** |  |
| **BUDGETARY IMPLICATIONS** | |  | |  |
| **PROPOSED MITIGATION ACTION** | |  | |  |
| **STAKEHOLDERS RESPONSIBLE** | |  | |  |
| **IDENTIFIED RISK** |  | | **MITIGATION ACTION: PREVENTATIVE or CONTINGENCY?** |  |
| **BUDGETARY IMPLICATIONS** | |  | |  |
| **PROPOSED MITIGATION ACTION** | |  | |  |
| **STAKEHOLDERS RESPONSIBLE** | |  | |  |
| **IDENTIFIED RISK** |  | | **MITIGATION ACTION: PREVENTATIVE or CONTINGENCY?** |  |
| **BUDGETARY IMPLICATIONS** | |  | |  |
| **PROPOSED MITIGATION ACTION** | |  | |  |
| **STAKEHOLDERS RESPONSIBLE** | |  | |  |
| |  | | --- | |  | |  | Text  Description automatically generated |  |  |
| **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** | | | |  |
|  | | | |  |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |