# Risks and Open Issues

*Initially enter the risks and issues you have identified in your Scope and Mission document.*

*After this you will keep a running document of your risks and resolutions*.

*Also, keep this list up-to-date with all of the open action items and issues from your Meeting Minutes.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Risk or Issue Description** | **Potential Impact** | **Mitigation/Resolution Steps** | **Status** |
| *DD/MM/YYY* | *<text>* | *<text>* | *<text>* |  |
|  |  |  |  |  |
|  | *Add rows as required* |  |  |  |

**Please note - this is a document template, only. All of the text in *blue italics* is for explanatory purposes and must be overwritten or deleted (along with this note) when you create your own version of this document.**