[Name of Customer Agency]

Risk management plan

[Program Name]

Version 1.0

[Day, Month, Year]

Document History

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| --- | --- | --- | --- |
| Release No. | Date | Author | Revision Description |
| 1.0 |  |  | Initial Draft Version |
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I have carefully assessed the Risk Management Planforthe *<<INSERT NAME OF PROGRAM>>.* This document has been completed in accordance with the requirements of the Office of Shared Solutions and Performance Improvement (OSSPI) Guidance.

MANAGEMENT CERTIFICATION - Please check the appropriate statement.

\_\_\_\_\_\_ The document is accepted.

\_\_\_\_\_\_ The document is accepted pending the changes noted.

\_\_\_\_\_\_ The document is not accepted.

We fully accept the content within this project artifact and associated tasks.

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*<<Insert Name>> <<Insert Date>>*

*<<Insert Title>>*

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# Program Introduction

<<This document should be signed by the Program Executive Sponsor and should be reviewed and approved by both the Provider and the Customer Program Manager.

*Provide a brief description of the migration program objectives and activities that the Risk Management Plan will support. Include program structure diagram.>>*

# Risk Management Plan

*<<Provide a high-level summary of the program’s risk management plan including risk and issue identification, roles and responsibilities, documentation, monitoring, and impact minimization.*

*Include a risk and issue management and reporting flow diagram portraying risk, issue, and decision escalation criteria and responsibilities.>>*

## Overall Risk and Issue Management Process

*<<Describe the risk and issue management process, which includes the activities necessary to identify, assess, monitor, and report on risks and issues.*

*Provide a risk management process flow diagram including the steps to identify, assess, monitor, and report risks and issues.>>*

## Roles and Responsibilities

*<<Outline roles and responsibilities for the four areas of the risk management process: identification, assessment, monitoring, and reporting.>>*

|  |  |
| --- | --- |
| Role | Responsibility |
|  |  |
|  |  |
|  |  |
|  |  |

**Table 1: Roles and Responsibilities**

## Risk and Issue Identification, Assessment, and Response/Resolution

### Identification and Assessment

***Risk Identification***

*<<Describe the risk identification process, including who is responsible, activities involved, and methodology.>>*

***Issue Identification***

*<<Issues are realized risks that are affecting the project. Describe the issue identification process.>>*

***Risk Assessment***

*<<Explain how identified risks will be categorized and assessed in order to determine their potential impact on the project. This description will include the following sections:>>*

Risk *Type: <<Explain how issue owners will identify the appropriate issue type using the categories defined by OMB in the Circular A-11, found here:* [*Link*](https://www.whitehouse.gov/omb/circulars_a11_current_year_a11_toc)*>>*

Risk Qualitative Analysis: *<<Explain how risk owners will assess the probability and impact of occurrence for each identified risk using the ratings outlined in Figure 1. This will result in a risk score that translates into a severity rating of high, medium, or low for each risk.>>*

Risk Probability: *<<Explain the scale that will be used to rank a risk’s probability.*

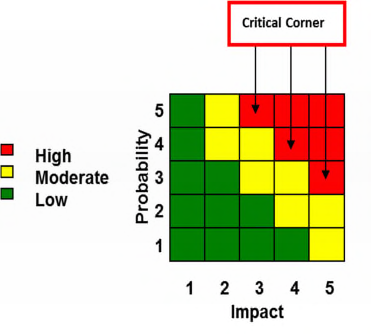
* 1—Not likely (~10% chance of occurrence)
* 2—Low likelihood (~30% chance of occurrence)
* 3—Likely (~50% chance of occurrence)
* 4—Highly Likely (~70% chance of occurrence)
* 5—Near Certainty (~90% chance of occurrence)>>

Risk Impact: *<<Explain scale that will be used to assess a risk’s impact.*

* 1 — Minimal or No Impact (Less than 1% impact to budget, no impact to schedule)
* 2 — Minor (Greater than 1% and less than 5% impact to budget, no impact on ability to meet key dates)
* 3 — Moderate (Greater than 5% and less than 10% impact budget, no impact to milestones)
* 4 — Significant (Greater than 10% impact to budget, critical path milestones impacted)
* 5 — Severe (Greater than 10% impact to budget, cannot meet program milestones)>>

Risk Severity: *<<Explain how the severity level of a risk will be calculated (multiplying the probability score by the impact score):*

* 1 — Minimal or No Impact (Insignificant change to cost, schedule or scope)
* 2 — Minor (Minor increase to cost and schedule and minor areas of scope affected)
* 3 — Moderate (Moderate increase to cost and schedule and major areas of scope affected)
* 4 — Significant (Significant increase to cost and schedule and an unacceptable reduction to scope)
* 5 — Severe (Severe increase to cost and schedule and project end item is effectively useless)>>



**Figure 1: Qualitative Risk Analysis**

Risk Response: *<<Explain approaches that will be used to address each risk – mitigate, accept, or avoid.>>*

Risk Response Plans: *<<Explain how risk response plans will be developed and managed.>>*

Risk Trigger Dates, Events, and Contingency Plans: *<<Explain expected or potential trigger dates, events that are expected or potential triggers, and contingency plans necessary for each risk.>>*

Closure Criteria: *<<Explain how risk owners will identify criteria that must be met for a risk to be considered addressed and closed.>>*

**Issue Assessment**

*<<Describe how issue owners will assess all identified issues to determine the range of possible release or program outcomes.>>*

Issue Type: *<<Explain how issue owners will identify the appropriate issue type using the categories defined by OMB in the Circular A-11, found here: Link>>*

Issue Qualitative Analysis: *<<Explain how a risk impact score will be assigned for issues that were not previously identified as a risk.>>*

Issue Impact: *<<Explain the impact level of an issue.*

* 1 — Minimal or No Impact (Minimal or no consequence to technical performance)
* 2 — Minor (Minor reduction in technical performance or supportability, can be tolerated with little or no impact on program)
* 3 — Moderate (Moderate reduction in technical performance or supportability with limited impact on program objectives)
* 4 — Significant (Significant degradation in technical performance or major shortfall in supportability; may jeopardize program success)
* 5 — Severe (Severe degradation in technical performance; Cannot meet key technical/supportability threshold; Will jeopardize program success)>>

Issue Resolution Plans: *<<Explain how issue resolution plans will be developed.>>*

Issue Due Date: *<<Describe the process for identifying due date that documents the targeted completion of activities required to resolve an issue.>>*

Closure Criteria: *<<Describe the process for identify the criteria that must be met for an issue to be considered addressed and closed.>>*

## Risk and Issue Monitoring and Reporting

### Monitoring and Reporting

*<<Provide an overview of the process for monitoring and reporting the status of risks and issues throughout a project’s lifecycle.>>*

**Risk Monitoring and Reporting**

*<<Explain the process for monitoring and reporting risks.>>*

**Issue Monitoring and Reporting**

*<<Explain the process for monitoring and reporting issues.>>*

### Leadership and Oversight Reporting

*<<Describe the approach to report on risk and issue status to management and oversight stakeholders.>>*

# Tools and Practice

<<Explain how Risk and Issue Logs will be maintained and how often risks will be discussed and in what forum.>>

# Closing a Risk or Issue

*<<Explain the process for closing risks and issues.>>*

# Appendix A: Risk and Issue Management Process Steps

*<<Develop a risk and issue management process flow diagram demonstrating process steps. Include a list of each risk management process step, owner, and description.>>*

|  |  |  |
| --- | --- | --- |
| Step | Owner | Description |
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**Table 2: Risk Management Process**

<<Develop a risk and issue management process flow diagram demonstrating process steps. Include a list of each risk management process step, owner, and description.>>

|  |  |  |
| --- | --- | --- |
| Step | Owner | Description |
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**Table 3: Issue Management Process**

# Appendix B: Fields in Risk and Issue Logs

*<<Provide fields that are included in Risk Log.>>*

| Field | Description |
| --- | --- |
| Summary | |
| Risk # | Unique identifier for the risk. |
| Title | High-level description of the risk. |
| Description | Detailed description of the risk in "if" "then" format. |
| Response Plan | Actionable response plan details consisting of the actions required to address the risk. |
| Risk Response | Response strategy selected for the risk, which is required to close a risk:  **Avoid –** Eliminate the risk by eliminating the cause  **Mitigate –** Identify ways to reduce the probability or the impact of the risk if it occurs  **Accept –** No action will be taken to address risk |
| Status | Risk status:  **New –** The risk has been created, but not started. It will remain in this status until it is started.  **In Progress –** The risk is in progress. It will remain in this status while the risk is being reviewed.  **Pending Approval –** The risk is awaiting approval. It will remain in this status until the risk is approved.  **Escalated –** The risk has been escalated to a higher approval body. It will remain in this status while the risk is being reviewed.  **Closed –** The risk has been closed and all required fields have been updated. No further action is required.  **Cancelled –** The risk was no longer required and no action was taken. No further action is required.  **Defer –** Defer the evaluation/response for the risk until a later project phase |
| Risk Status Notes | Additional details that inform the status of the risk, including changes to status or response actions over time. |
| Risk Type | Populate this field using risk types determined by OMB in the Circular A-11, found here: [Link](https://www.whitehouse.gov/omb/circulars_a11_current_year_a11_toc) |
| Program or Release | Describes what release the risk impacts or if it is at the program level. |
| Created By | Name of user who created the risk. |
| Created On | Date the risk was created. |
| Risk Owner(s) - Organization | Describes if the risk is owned by the Customer or Provider,or If the ownership is **Shared.** |
| Risk Owner | Name of person responsible for addressing the risk. |
| Probability (Likelihood) | Probability or likelihood that the risk will occur:  **1—Not likely** (~10% chance of occurrence)  **2—Low likelihood** (~30% chance of occurrence)  **3—Likely** (~50% chance of occurrence)  **4—Highly Likely** (~70% chance of occurrence)  **5—Near Certainty** (~90% chance of occurrence) |
| Consequence/ Impact | Impact level of the risk:   1. **— Minimal or No Impact** (0-5% impact to cost or schedule) 2. **— Minor** (5% impact to cost or schedule) 3. **— Moderate** (10% impact to cost or schedule) 4. **— Significant** (15% impact to cost or schedule) 5. **— Severe** (20% or more impact to cost or schedule) |
| Severity | Severity rating, based upon the calculation of likelihood and impact. |
| Modified On | The last date in which the risk was modified. |
| Risk Response | |
| Risk Trigger | Even that if occurs will cause a risk to be realized. |
| Due Date (Trigger Date) | If not addressed, the risk will be realized on this date. |
| Risk Contingency Plan | Description of the risk contingency, or backup plan, enacted if the risk is triggered. |
| Related Risk # | Risks Log reference number(s) if the risk is related to other risk(s). |
| Closure Criteria | Criteria that must be met to close the risk, if applicable. |
| Notes | |
| OMB ID | Office of Management and Budget Identifier, which corresponds with OMB 300 submissions. |
| Notes | Notes about the risk. |
| Reference Materials | Links to any reference materials related to the risk. |

**Table 4: Risk Log Fields**

*<<Provide fields that are included in the Issue Log.>>*

| Field | Description |
| --- | --- |
| Summary | |
| Issue # | Unique identifier for the issue. |
| Related Risk # | If applicable, enter the related risk item captured in the Risk Log. |
| Title | High-level description of the issue. |
| Description | Detailed description of the issue. |
| Resolution Plan | Detailed description of how the issue is planned to be resolved, which can be drawn from the contingency or backup plan for elevated risks. |
| Status | Issue status:  **New**—The issue has been created. It will remain in this status until it is started/validated by the project manager.  **In Progress**—The issue is in progress. It will remain in this status while the issue is being addressed.  **Pending Approval —**The issue is awaiting approval for inclusion in the log. It will remain in this status until the issue is approved.  **Closed**—The issue has been resolved and all required fields have been updated. No further action is required.  **Cancelled**—The issue was no longer valid and no action was taken. No further action is required. |
| Issue Status Notes | Provides details about the status of the issue during the period in which it's being resolved. |
| Issue Type | Populate this field using issue types determined by OMB in the Circular A-11, found here: [Link](https://www.whitehouse.gov/omb/circulars_a11_current_year_a11_toc) |
| Program or Release | Identify if the issue impacts a specific release or the entire program. |
| Created By | Name of user who created the issue. |
| Created On | Date the issue was created. |
| Issue Owner(s) – Organization | Describes if the issue is owned by the Customer or Provider,or If the ownership is **Shared** |
| Issue Owner(s) | Name of person responsible for addressing the issue. |
| Due Date | Date the issue is due to be complete. This may be equal to or greater than the current date |
| Probability/Likelihood | Realized Risk. |
| Consequence/  Impact | Impact level of the issue:   1. **— Minimal or No Impact** (0-5% impact to cost or schedule) 2. **— Minor** (5% impact to cost or schedule) 3. **— Moderate** (10% impact to cost or schedule) 4. **— Significant** (15% impact to cost or schedule) 5. **— Severe** (20% or more impact to cost or schedule) |
| Priority | Priority of the issue.  **Critical or Impact Score of 5 -** The issue is jeopardizing overall project objectives and must be addressed immediately.  **High or Impact Score of 4 -** The issue is negatively impacting the project significantly (for example, cost overruns or milestone delays) and must be addressed as soon as possible.  **Medium or Impact Score of 3** - The issue is negatively impacting the project and should be addressed, monitored, and controlled using regular project issue management processes.  **Low or Impact Score of 2 or 1 -** The issue has minimal impact and should be addressed as cost and schedule permits. |
| Modified On | Date in which the issue was last modified in the tracker. |
| Resolution | |
| Closure Criteria | Detailed description of the closure criteria for the issue. |
| Closed Date | Date the issue was completed. |
| Change Request # | If a change request is needed to resolve the issue, specify the change request reference number. |
| Notes | |
| OMB ID | Office of Management and Budget Identifier, which corresponds with OMB 300 submissions. |
| Notes | Notes about the risk. |
| Reference Materials | Links to any reference materials related to the risk. |

**Table 5: Issue Log Fields**

# Appendix C: Key References

*<<Insert the name, version number, description, and physical location of any documents referenced in this document. Add rows to the table as necessary.>>*

Table below summarizes the documents referenced in this document.

|  |  |  |
| --- | --- | --- |
| Document Name | Description | Location |
| *<<Document Name and Version Number>>* | *<<Document description>>* | *<<URL to where document is located>>* |
|  |  |  |
|  |  |  |

**Table 6: Key References**

# Appendix D: Key Terms

Table below provides definitions and explanations for terms and acronyms relevant to the content presented within this document.

|  |  |
| --- | --- |
| Term | Definition |
| *<<Insert Term>>* | *<<Provide definition of term and acronyms used in this document>>* |
|  |  |
|  |  |

**Table 7: Key Terms**