**Contingency Plan Template**

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| **Risk** | **Cost** | **Person/Team Responsible** | **Weighted Cost** | **Prevention Plan** | **Mitigation Plan** |
| Delay in getting data back from client | £1,000 | A Rogers | £400 | Set clear expectations and deadlines; stagger staff rollout | Escalation process client side |
| Requirements do not pass testing | £5,000 | QA Team | £2,500 | Include pre-sales support in the sales process | Escalation process, pre-prepare alternatives |
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