

Risk Detail Instructions

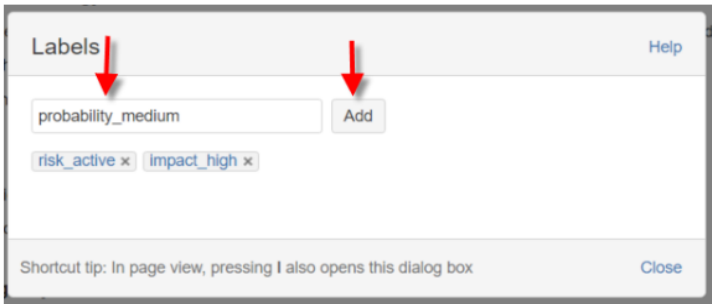
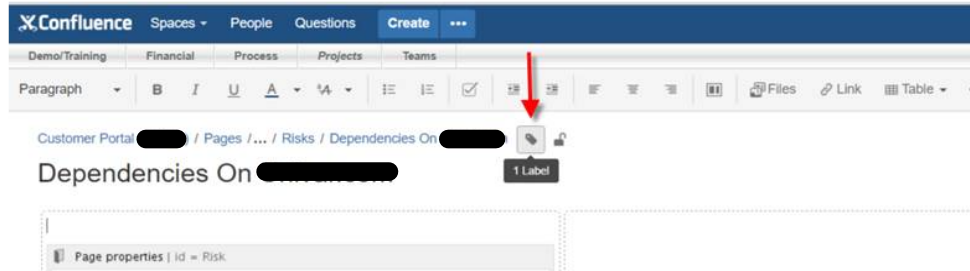


Owned by [Zhaquel Walker](#)

Apr 21, 2016 • 2 min read • [Analytics](#) • [Attachments](#) • [Legacy editor](#)

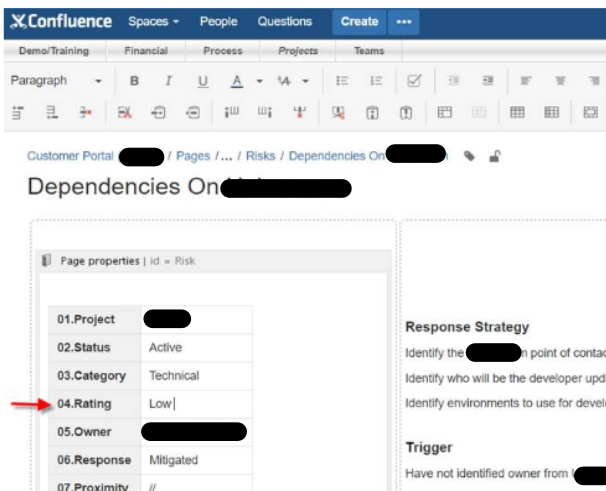
Some additional guidelines and steps. Please work with the risk owners on the following steps to ensure that you both are in agreement with what is in confluence:

1. Add a Description Section above the Response Strategy section and describe the risk in further detail – I forgot to include this in the Risk template
2. Assess the impact and probability for the risk and add the appropriate labels (need to be in Edit mode to add labels):
 - a. IMPACT: What is the potential impact to cost, time, scope and/or quality (high, medium, low)
 - b. PROBABILITY: What is the probability of occurrence (high, medium, low)



1. Update the rating (High, Medium, or Low) using the following chart (this chart is also listed in the body of the risk page for reference)

	Low Impact	Medium Impact	High Impact
High Probability	Medium	High	High
Medium Probability	Low	Medium	High
Low Probability	Low	Low	Medium



1. Update the other fields:
 - a. Response Strategy – How are we going to either accept or mitigate this risk?
 - b. Trigger – How will we know that the risk has occurred?
 - c. Contingency Plan – If our response strategy fails, what is our backup plan?
 - d. Contingency Reserve – How much contingency should we carry to allow us to deal with the risk, in the manner described above, should it occur? (if applicable)

Reminder: to close the risk, change the Status to "Closed" and remove the risk_active label and add the risk_closed label. This will take it off of the matrix.

+ Add label



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