

Risk Management Plan Outline

- Project Summary (brief description of project)
- Risk Identification and definitions (table with short name for each risk and a brief description of the risk)
- Template 1 – plot of Risks (you may use any graphic tool – Powerpoint, Visio, etc)
- Risk quantification (prioritized list with highest risks at top, taken from Template 1)
- Risk response (Templates 2 and 3)
 - Avoidance (prevention steps), mitigation actions
 - Trigger identification
 - Contingency plans for 10 highest risks
- Risk control (narrative of how you plan to monitoring for risks)
- Summary including action plan (specific tasks – all mitigation tasks that you choose to perform – duration/effort estimate – responsible party.)