
<Company Name>

<Project Name>
Risk Management Plan

Version <1.0>

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Revision History

Date	Version	Description	Author
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Risk Management Plan

1. Introduction

*[The introduction of the **Risk Management Plan** provides an overview of the entire document. It includes the purpose, scope, definitions, acronyms, abbreviations, references, and overview of this **Risk Management Plan**.]*

1.1 Purpose

*[Specify the purpose of this **Risk Management Plan**.]*

1.2 Scope

*[A brief description of the scope of this **Risk Management Plan**; what Project(s) it is associated with and anything else that is affected or influenced by this document.]*

1.3 Definitions, Acronyms, and Abbreviations

*[This subsection provides the definitions of all terms, acronyms, and abbreviations required to properly interpret the **Risk Management Plan**. This information may be provided by reference to the project's Glossary.]*

1.4 References

*[This subsection provides a complete list of all documents referenced elsewhere in the **Risk Management Plan**. Identify each document by title, report number if applicable, date, and publishing organization. Specify the sources from which the references can be obtained. This information may be provided by reference to an appendix or to another document.]*

1.5 Overview

*[This subsection describes what the rest of the **Risk Management Plan** contains and explain how the document is organized.]*

2. Risk Summary

[A brief overview of the project and summary of the overall amount of risk involved in the project.]

3. Risk Management Tasks

[A brief description of the risk management tasks to be performed during the project. In this section, you should describe the following:]

- *The approach to be used to identify risks, and how the risk list will be analyzed and prioritized.*
- *The risk management strategies that will be used, including mitigation, avoidance, and/or prevention strategies for the most significant ("Top 10") risks.*
- *How the status of each significant risk and its mitigation activities will be monitored.*
- *Risk review and reporting schedules. A risk review should be part of each iteration or phase acceptance review.]*

4. Organization and Responsibilities

[A list of the specific groups or individuals involved in the project's risk management activities, and a description of the tasks and responsibilities of each.]

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5. Budget

[The budget available for managing project risks (when this information is not already included in the overall project budget).]

6. Tools and Techniques

[A list of the tools and techniques that will be used to store risk information, evaluate risks, track the status of risks or generate risk management reports.]

7. Risk Items to Manage

[A list of the risk items that have been identified. This can be a link to the Artifact: Risk List for the project.

An industry best practice is to publish and keep visible a "Top 10" list of risks that are considered significant enough for the project to spend resources on their management. You may maintain a longer list if organizational practice or the contract requires it.

Indicators that the risk is being realized and mitigation, avoidance, or preventative strategies are identified for each listed risk. Some risks will also require a description of the action that is contingent upon the risk being realized.]