**Logo**

**Project Risk Management Plan**



**Department:**

**Product or Process:**

**Document Owner:**

**Project or Organization Role:**



|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Change Description** |
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# Project Risk Management Plan Purpose

A Project Risk Management Plan is a controlling document that incorporates the goals, strategies, and methods for performing risk management on a project. The Project Risk Management Plan describes all aspects of the risk identification, estimation, evaluation, and control processes. The purpose of developing such a plan is to determine the approach for cost-effectively performing risk management on the project.

# Stakeholder Roles and Responsibilities

|  |  |  |
| --- | --- | --- |
| **Role** | **Risk Management Responsibility** | **Assignment** |
|  | [The Project Manager is responsible for the Project Risk Management Plan being implemented and for reporting to the Project Sponsor and Management Group.] |  |
|  |  |  |
|  |  |  |

# Risk Management Process and Activities

|  |  |  |
| --- | --- | --- |
| **Risk Management Activity** | **Risk Management Task Description** | **Ownership** **(Participants)** |
| [Risk Identification] | [Identify the techniques that are used to identify risk factors at the beginning of the project and on an ongoing basis. This may involve a formal risk assessment workshop, a brainstorming session, and interviews at the beginning of each major milestone phase.] | [Identify project team members and key stakeholders to be involved.] |
|  |  |  |
|  |  |  |

# Risk Management Plan Audit Log

|  |  |  |  |
| --- | --- | --- | --- |
| **Record Name** | **Responsibility** | **Approval Authority** | **Distribution** |
| [Risk List] | [Risk Manager] | [Project Sponsor] | [Intranet team site] |
|  |  |  |  |
|  |  |  |  |

# Risk Assessment and Management Table

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risk Type** | **Risk and Description** | **Risk Chance** | **Risk Impact** | **Risk Priority** | **Risk Owner** |
| [Project Management Risks] | [Inadequate project definition  Stakeholders uncertain of project scope] | [Medium] | [Medium] | [Medium] | [Project  Team Member] |
|  |  |  |  |  |  |
|  |  |  |  |  |  |



# Risk Management Plan Approvals

**Prepared by:**

Project Manager

**Approved by:**

Project Sponsor

Executive Sponsor

Client Sponsor

