

SWOT Worksheet

Strengths (Cause)	Opportunities (Event)
Plentiful Resources	Minimal Work Capacity Issues
High Level Sponsorship	Fast Issue Resolution
Good Weather	Increased Outside Activities
Weaknesses (Cause)	Threats (Event)
Bad Weather	Delayed Activities
Resistant Employees	Slow Approval Process
Catering	Late Food Delivery

Project: Off Site Date: June 19 20XX										
#	Cause	Event	Impact	Risk Owner	Category	Probability Risk Rating	Impact Risk Rating	Risk Score	Trigger	Response
4	Catering	Late Food Delivery	Delayed events	Food Services	T	3.5	5	17.5	None	Call 1-Day Prior
3	Multiple Projects	Lack of capacity	Schedule delays	Bill	T	4	4	16	Missed deadlines	Use Staffing Mgt Plan
2	Bad Weather	1. Reduced Turnout 2. Late Start	Reduced impact	Jane	T	3	4	12	Weather Report	Ensure inside venue Plan B
5	Good Weather	More Events	Increased Employee Sat	Jane	O	3	-4	-12	Weather Report	Plan Outside Activities
6	Plentiful Resources	Minimal Work Capacity Issues	Improved Event Effectiveness	Bill	O	4	-3	-12	Team Commitment	Maximize Talents
1	High Level Sponsorship	Fast Issue Resolution	Improved Event Effectiveness	Bill	O	5	-4	-20	Management Interest	Effective Communications
Total Risk Score								1.5		

May use the Project Risk Score: Total Negative scores - positive scores. Larger the gap--the more risk the project has.

Probability Risk Rating		Impact Risk Rating
5: High		5: High
4: High to Moderate		4: High to Moderate
3: Moderate		3: Moderate
2: Moderate to Low		2: Moderate to Low
1: Low		1: Low

Project: Off Site						
P R O B A B I L I T Y	5					
	4				R2	R1
	3				R3	
	2					
	1					
		1	2	3	4	5
	I	M	P	A	C	T

Top Risks				
#	Cause	Event	Impact	Response
R1	Catering	Late Food Delivery	Delayed events	Call 1-Day Prior
R2	Multiple Projects	Lack of capacity	Schedule delays	Use Staffing Mgt Plan
R3	Bad Weather	Reduced Turnout/Late Start	Reduced impact	Ensure inside venue Plan B
R4				
R5				
R6				

Scoring	
Watch List Low	1-6
Watch List Moderate	8-12
Urgent List High	15-25

P R O B A B I L I T Y	5				R1	
	4			R3		
	3				R2	
	2					
	1					
		1	2	3	4	5
		I	M	P	A	C

#

R1

R2

R3

R4

R5

R6

W

Project: Off Site
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Top Risks		
Cause	Event	Impact
High Level Sponsorship	Fast Issue Resolution	Improved Event Effectiveness
Good Weather	More Events	Increased Employee Sat
Plentiful Resources	Minimal Work Capacity Issues	Improved Event Effectiveness

Scoring	
Watch List Low	1-6
atch List Moderate	8-12
Urgent List High	15-25

Response
Effective Communications
Plan Outside Activities
Maximize Talents