

Project: Off Site Date: June 19 20XX										
#	Cause (condition/situation)	Event	Impact	Risk owner	Category	Probability risk rating	Impact risk rating	Risk score	Trigger	Response
1	Management support	1. Great event 2. Super turnout	Increased motivation	Bill	O	5	-5	-25	High RSVP	1. Market 2. Prizes
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
Total risk score								20.5	Risk exposure	

May use the project risk rating: 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