# Document Information

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| **Project name:** | The name of your project |
| **Date:** | Date of the last approved version of this document |
| **Author:** | Normally, the Project Manager |
| **Approver:** | Normally, the Project Board members |
| **Document code:** | Configuration item record number for this document |
| **Version:** | Version of the document (e.g. v2.12) |

Note: this document may not be valid anymore. Please check the configuration management system for the latest approved version of the document.

# Approval

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| --- | --- |
| **Date** | **Name and Signature** |
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# Notes

Any extra information or concerns, or even an executive summary can go here. Leave empty if not needed.

# The Approach

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| --- | --- |
| **Procedure:** | How are you going to manage risks? |
| **Tools:** | Are you going to use special tools? E.g. a piece of software. |
| **Records:** | What pieces of information should be captured for risk management? These define the tables and columns in those tables that relate to risks; e.g. the Risk Register. |
| **Reports:** | What types of reports do you need for risk management? |
| **Roles:** | Who’s going to be involved in risk management? |
| **Categories and Scales:** | By which parameters are you going to use to assess risks and their responses? E.g. probability, impact, proximity. What categories exist in each of them, and what do those categories mean? |
| **Tolerances:** | Risk tolerances |
| **Risk Budget:** | The budget you’re going to have for risk activities and certain risk responses? |

**- - - - PRINCE2® Templates - - - -**

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Also, you may be interested in using our PRINCE2 eLearning Courses available at [mplaza.pm](https://mplaza.pm/)

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