**Instructor Note:** For this portion of the Project Plan give any reader details regarding the deliverables of the Project. This is a sub-component of your Risk Management Plan. This official defines what is included in the Project and importantly what is NOT included in the Project.

**Project Risk Matrix**

**Project Name:**

**Project Manager:**

**Project Sponsor:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Potential Issue** | **Probability** | **Impact** | **Potential responses** |
| Example 1 | LOW | MODERATE | Mitigation Action Example |
| Example 2 | LOW | HIGH | Mitigation Action Example |
| Example 3 | MODERATE | LOW |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Incident Register** (Used to record issues)

|  |  |  |  |
| --- | --- | --- | --- |
| **Issue** | **Date** | **Impact** | **Response and Communication Action** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |