

Project Management Toolkit — Risk Table

Project:			Date:			
Risk description			Risk assessment		Action planning	
Risk number	Risk description	Risk consequence	Occur?	Impact?	Mitigation plan	Contingency plan
Number all risks for use in Risk Matrix	Describe what could happen	Describe the consequence of the risk	Assess if low, medium or high probability of risk occurring	Assess if low, medium or high impact on project goal	Describe the actions which would either stop the risk occurring or minimize the impact	Describe the contingency plan which would minimize impact if the risk occurred

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