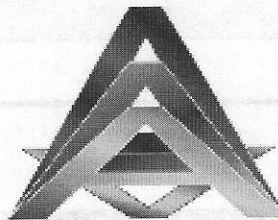


Revision History



Approvals

Risk Management Plan

PROJECT NAME

Version 1.0 • Release 1.0

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Revision History

Date	Version	Description	Author

Approvals

	Typed Name	Signature	Date
P/PM Name			
Sponsor Name			
Approver Title			
Approver Title			
Approver Title			
Approver Title			

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1. Executive Summary

Please describe in this section a summary of the risk management plan for the project. This summary should start with the overall risk rating for the project based on your organization's guidelines. Additionally, you should insert a table which lists the top three significant risks for the project, the risk exposure, the risk response and responsible party to manage the risk. Lastly, in one or two paragraphs, summarize the risk management process for the project.

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2. Risk Management Plan

2.1. Project Summary

Please provide a description of the project. It is important to describe the project in a manner which will facilitate an understanding of the risks, the risk tolerances and the risk management process requirements. Key deliverables and milestones, organizational entities, cost, manpower and technologies should be stated.

2.2. Scope of Risk Management Plan (RMP)

Please describe in one or two paragraphs the scope of the risk management plan (RMP). The scope of the RMP is directly related to the WBS being managed and therefore should align specifically.

2.3. Definition of Terms

Please see the appendix for a definition of all terms and abbreviations used in this RMP.

2.4. Risk Management Requirements

Based upon the project description provided above, please list and describe the explicit and implicit risk management requirements. Identify how each requirement is being addressed in the RMP. Also list the name of any policies which must be complied with.

2.5. Risk Tolerances

In this section, state the cost, schedule, performance and technical risk tolerances for the project which result from the risk requirements.

2.6. Risk Management Process

In this section, briefly summarize the risk management process designed and implemented for this project. List and, in one or two sentences, state the purpose of each step in the RMP. A detailed description should be included in the appendix.

2.7. Roles and Responsibilities

Consistent with all the information included in this RMP, please modify the table below to reflect the RMP roles for this project, the primary responsibilities of each, and the name of the person responsible to serve that role.

Table 1: Risk Role Identification

#	Role	Primary Responsibility	Name/Contact Info
1	Risk Manager	Overall responsibility for planning, managing and controlling risk on the project.	
2	Risk Owner	Responsible for monitoring assigned risks and assuring effective response handling and minimal exposure.	
3	Risk Identifiers	Responsible to identify risks.	
4	Risk Analysts	Responsible to describe, analyze and prioritize risks.	
5	Risk Management Workgroup	Management team assembled to assure communication and a balanced approach to risk response handling is achieved.	

2.8. Risk Organization

In this section, describe how the RMP and process responsibilities are organized across and integrated into the project. For more complicated, larger projects, include an organizational graphic.

2.9. Risk Communication

Please state how, when and in what format all risk related communications will take place on the project. The risk communication should consist of activities for each step in the risk management process.



2.10. Risk Register and Information Management

In this section provide a brief description of the data elements in the risk register, data maintenance process, where the risk data will be warehoused, the process to assure data quality and access rights. A project risk register is available in Appendix A.



Item ID	Item Name	Item Description	Item Category	Item Status	Item Owner

3. Major Risks and Responses

In this section, list the major risks for the project; those risks which have the potentially the largest exposure to the project to cost, schedule, performance and technology. Indicate the name of the risk, the probability of occurrence, the impact of occurrence, and the risk response.

ID#	Risk Event	Probability	Impact	Risk Response(s)	Owner(s)
1	Resources may not be available	Hi	Hi	Establish resource manager role	John Doe

Appendix A: Project Risk Register

The Excel file attached below contains a project risk register:



Risk Register

Appendix B: Risk Management Process



Appendix C: Definition of Terms and Abbreviations

Include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document.

Acronym	Meaning

Appendix D: References

References	