

Risk Assessment – Template

1. **List each risk** agreed in discussion and give it a score using the included **Risk Assessment Matrix**.
2. **Discuss how to mitigate the risks**, and who from the group is responsible for this.

Project Name: _____

Identified Risk	Likelihood	Impact	Risk Category	Plan to Address	Who is Responsible?
Examples– breach of confidential information	Very high, high, medium, low	Significant, moderate, minor	Communication, Equipment, Assembly, Health & Safety, Project Timeline, Budget, Participants	Limit no. of people who have access to confidential information	Rhonda – project manager