## Project Risk Assessment Template

### 6 May 2021 / Sample Project / SafetyCulture Staff

<table>
<thead>
<tr>
<th>Score</th>
<th>0%</th>
<th>Failed items</th>
<th>1</th>
<th>Actions</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Performed on</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Project Title</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Project Manager</strong></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Performed on**: 6th May, 2021 12:59 PM PST
- **Project Title**: Sample Project
- **Project Manager**: SafetyCulture Staff
Failed Items & Actions

Failed items

Project Risk Assessment / General Contingency Plans / Example

Will there be an orientation or training session on these general contingency plans for employees?

No

Other actions

Project Risk Assessment / Mitigation Plan

Once you are aware that a risk has occurred, what must be done? Outline the steps, resources, and people involved:

Steps:
1) ...
2) ...
3) ...

Resources: ...
People: ...

<table>
<thead>
<tr>
<th>To do</th>
<th>Priority</th>
<th>Due</th>
<th>Created by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notify employee that ...</td>
<td>Medium</td>
<td>7th May, 2021 1:05 PM PST</td>
<td>SafetyCulture Staff</td>
</tr>
</tbody>
</table>
**Risk Identification/Risk Monitoring**

Expected risks are risks that you know will occur or are highly likely to occur, based on past experience or previous projects. Potential risks are risks that could occur, but are not likely to.

Select (+) Expected Risk to identify an expected risk:

**Expected Risk**

<table>
<thead>
<tr>
<th>Expected Risk 1</th>
</tr>
</thead>
</table>

**Describe the expected risk:**

Expected risk is...

**At what point in the project will this expected risk most likely occur?**

<table>
<thead>
<tr>
<th>After the project has...</th>
</tr>
</thead>
</table>

**What will be affected by this expected risk?**

<table>
<thead>
<tr>
<th>Relationship with Client or Other Stakeholder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environment At Work (Workplace or Site)</td>
</tr>
<tr>
<td>Equipment, Machinery, or Tools</td>
</tr>
<tr>
<td>Supplies and Materials</td>
</tr>
<tr>
<td>Employee Productivity</td>
</tr>
</tbody>
</table>

**What is the possible end result on project deliverables?**

<table>
<thead>
<tr>
<th>Delayed Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lower Quality</td>
</tr>
<tr>
<td>Over Budget</td>
</tr>
</tbody>
</table>

**Will this expected risk have a high negative impact on project deliverables?**

| Yes               |

**Are mitigation resources needed to combat this expected risk sufficient or insufficient?**

| Insufficient       |

This is a critical risk. It has high priority. Work towards making mitigation resources needed to combat this risk sufficient. If that is not possible, closely monitor this risk.

Select (+) Potential Risk to identify a potential risk:

**Potential Risk**

<table>
<thead>
<tr>
<th>Potential Risk 1</th>
</tr>
</thead>
</table>

**Describe the potential risk:**

Potential risk is...

**At what point in the project will this potential risk most likely occur?**

| After the project has... |
What will be affected by this potential risk?

Please specify: Other

What is the possible end result on project deliverables?

Please specify: Other

Losing the project to another company

Will this potential risk have a high negative impact on project deliverables?

Yes

Are mitigation resources needed to combat this potential risk sufficient or insufficient?

Sufficient

This is a comfortable risk. It has medium priority. Ensure that the mitigation resources needed to combat this risk remain sufficient throughout the project.

IMPORTANT NOTE: Comfortable potential risks have less priority than comfortable expected risks.

Mitigation Plan

Aside from risk monitoring, how else will you know that a risk has occurred? (symptoms of risk)

Symptoms of risk are...

Once you are aware that a risk has occurred, what must be done? Outline the steps, resources, and people involved:

Steps:
1) ...
2) ...
3) ...
Resources: ...
People: ...

To do | Priority Medium | Due 7th May, 2021 1:05 PM PST | Created by SafetyCulture Staff

Notify employee that ...

General Contingency Plans

Note: This section is for unidentified risks, the risks that suddenly occur during a project.

Example

Procedure for:

When risks with high negative impact on project deliverables occur;
General contingency plan for when risks ...

When risks with medium or low negative impact on project deliverables occur;
General contingency plan for when risks ...
When employee productivity is affected;
General contingency plan for when risks ...

When relationship with client or other stakeholder is affected;
General contingency plan for when risks ...

When environment at work is affected;
General contingency plan for when risks ...

When equipment, machinery, or tools are affected;
General contingency plan for when risks ...

When supplies or materials are affected;
General contingency plan for when risks ...

Will there be an orientation or training session on these general contingency plans for employees?  No

Employee Participation

How will you encourage employees to raise risks/notify you or their direct managers that they have identified a risk or that a risk has occurred?
Employees will be given points whenever they notify their direct managers.

What is the system for raising/reporting risks?
After the employee reports a risk, ...