



# Project Risk Assessment Template

6 May 2021 / Sample Project / SafetyCulture Staff

Complete

Score	0%	Failed items	1	Actions	1
Performed on				6th May, 2021 12:59 PM PST	
Project Title					Sample Project
Project Manager					SafetyCulture Staff

## Failed Items & Actions

1 failed, 1 action

### Failed items

1 failed, 0 actions

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

1 action

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: ...

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

Notify employee that ...

## 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

#### Expected Risk 1

**Describe the expected risk:**

Expected risk is...

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

After the project has...

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

Relationship with Client or Other Stakeholder

Environment At Work (Workplace or Site)

Equipment, Machinery, or Tools

Supplies and Materials

Employee Productivity

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

Delayed Completion

Lower Quality

Over Budget

**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

#### Potential Risk 1

**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?	Other
Please specify:	The project will...
What is the possible end result on project deliverables?	Other
Please specify:	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

1 action

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: ...

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Notify employee that ...

## General Contingency Plans

1 failed, 0%

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

### Example

1 failed, 0%

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, ...