

Risk Assessment Summary Format

Capital Approval Meeting

Project Title	
Project Sponsor	
Date of Assessment	
Project Manager	

1. Executive Summary

[Brief overview of the project, objectives, and context of the risk assessment.]

2. Summary of Key Risks

Risk Description	Impact	Likelihood	Mitigation Plan	Owner

3. Risk Heat Map (Summary)

Risk	Level	Action Required
Example Risk 1	[High / Medium / Low]	
Example Risk 2		

4. Risk Mitigation Measures

[Brief summary of key mitigation measures, responsibilities, and timelines.]

5. Residual Risks

[List or describe any risks that will remain after mitigation and their potential impact.]

Important Notes

- This summary provides a high-level overview of project risks for capital approval decision-making.
- It should be regularly updated as the project progresses and new risks emerge or existing risks evolve.
- All significant risks must be clearly documented, with mitigation plans and assigned owners.
- This document forms part of the formal project documentation and should be retained for audit purposes.