

Risk Assessment Summary

Capital Project: [Project Name]

Project Overview

Project Sponsor: [Name]

Location: [Location]

Project Manager: [Name]

Prepared by: [Name/Team]

Date: [Date]

Description: [Brief description of the project including scope, objectives and major deliverables]

Risk Assessment Table

#	Risk Description	Likelihood (Low/Med/High)	Impact (Low/Med/High)	Mitigation Measures	Owner	Status
1	Delay in regulatory approvals	Medium	High	Early engagement with authorities	Project Manager	Ongoing
2	Budget overrun due to material cost fluctuation	High	High	Include contingency in budget; fixed price contracts	Finance Lead	Open
3	Shortage of skilled workforce	Low	Medium	Engage with staffing agencies	HR Manager	Mitigated
4	Unfavorable weather conditions	Medium	Medium	Plan for schedule buffer	Project Scheduler	Ongoing

Overall Risk Evaluation

The project is assessed to have a moderate level of risk, with main concerns related to cost and regulatory approval. Most identified risks have mitigation strategies and responsible owners. Continual monitoring and periodic risk reviews are recommended.

Important Notes:

- This summary serves as a living document and should be updated as risks change or new risks emerge.
- Risk ownership and mitigation actions must be actively managed throughout the project lifecycle.
- The risk assessment should be reviewed and approved by the project governance body.
- All team members should be familiar with project risks and their responsibilities in mitigation.
- Documentation of risk management enhances transparency and facilitates informed decision making.