Risk Assessment & Mitigation Plan

Project / Activity:

[Project Name / Activity Description]

Date:

[Date]

Prepared By:

[Name, Role/Department]

Risk Assessment Table

NO.	DESCRIPTION OF RISK	LIKELIHOOD (LOW/MED/HIGH)	IMPACT (LOW/MED/HIGH)	MITIGATION STRATEGY	OWNER	STATUS
1	Example: Delay in delivery of critical components	Medium	High	Identify alternate suppliers; monitor supplier progress weekly	Procurement Team	Ongoing
2	Example: Data security breach	Low	High	Implement regular security audits; employee training	IT Manager	Planned

Important Notes

- Risk assessments should be reviewed and updated regularly throughout the project lifecycle.
- Engage key stakeholders in identifying and validating risks.
- Clearly assign ownership and ensure accountability for mitigation actions.
- Mitigation plans must be actionable, realistic, and time-bound.
- This document is confidential and should be handled accordingly.