Risk Assessment and Impact Reporting Structure

Project Name:

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Date:

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Document Prepared by:

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1. Risk Assessment Table

Risk Description	Likelihood (Low / Medium / High)	Impact (Low / Medium / High)	Potential Impact	Mitigation Plan	Owner
Example: Data breach due to phishing attack	Medium	High	Loss of confidential data, regulatory penalties	Employee training, strong email filters	IT Security Lead
_____	_____	_____	_____	_____	_____

2. Impact Reporting Structure

Impact Area	Description	Severity	Stakeholders Affected	Reporting Timeline
Operational	Disruption of daily activities for 3 days	Medium	Operations Team	Within 24 hrs of incident
Financial	Unexpected project costs exceed budget	High	Finance, Project Management	Immediate
_____	_____	_____	_____	_____

3. Reporting & Communication Flow

Event	Notified Parties	Notification Method	Escalation Steps
Medium/High Risk Incident Detected	Project Manager, Risk Owner	Email, Phone	Escalate to Senior Management within 4 hrs if unresolved
Regulatory Impact	Compliance Team, Legal Counsel	Email, Official Memo	Notify regulators as required; inform Board
_____	_____	_____	_____

Important Notes

- This document must be regularly reviewed and updated as new risks or impacts are identified.
- Risk owners are responsible for implementing and updating mitigation actions as required.
- Clear reporting and escalation ensure timely response to risks and limit organizational exposure.
- Documentation should be aligned with organizational risk management policies and regulatory requirements.
- Keep all stakeholders informed of updates to risk assessments and reported impacts.