

Risk Assessment Summary Document

1. General Information

Project / Process Name	Sample Project Title
Assessment Date	2024-06-01
Assessor(s)	John Doe, Jane Smith
Manager	Sarah Johnson
Department	Operations

2. Summary of Identified Risks

#	Risk Description	Likelihood	Impact	Risk Level	Current Controls	Action Required
1	Data loss due to system failure	Medium	High	High	Regular backups	Review backup policy
2	Unauthorized access to sensitive data	Low	High	Medium	User authentication	Implement 2FA
3	Delay in project milestones	Medium	Medium	Medium	Project tracking tools	Strengthen monitoring

3. Recommendations

- Enhance backup and disaster recovery procedures.
- Implement two-factor authentication for all users.
- Increase frequency of project progress reviews.

4. Conclusion

The primary risks identified have established controls in place. Additional actions are recommended to further reduce risk exposure. Review and update this assessment periodically to maintain risk awareness and effective management.

Important Notes

- This document provides a summary—detailed analysis may be attached separately.
- Risk ratings are based on current information and may change as the project progresses.
- Managers should ensure timely follow-up actions and periodic review of risk status.
- Keep records of actions taken for audit and compliance purposes.