

Risk Assessment Document

Project/Activity:

[Insert Project or Activity Name]

Date of Assessment:

[DD/MM/YYYY]

Assessment Team:

[Names and Roles]

Purpose:

This document identifies, evaluates, and proposes mitigation measures for risks associated with the project/activity.

Risk Assessment Table

No.	Description of Risk	Impact	Likelihood	Risk Level (L x I)	Mitigation Measures	Responsible Person	Status
1	Data loss due to system failure	High	Medium	6	Regular backups, failover systems	IT Manager	Active
2	Unauthorized access to sensitive data	High	Low	3	Access control, encryption, audits	Security Officer	Ongoing
3	Project delays due to resource unavailability	Medium	High	9	Resource planning, alternative sourcing	Project Manager	Active

Summary and Recommendations

Based on the above assessment, the most significant risks should be prioritized with mitigation plans regularly reviewed. It is recommended to monitor implementation of mitigation measures and update this document periodically.

Important Notes

- This document should be reviewed and updated regularly as circumstances change.
- Risk assessment helps in proactively identifying potential issues before they arise.
- Engage all relevant stakeholders in the risk assessment process for accuracy.
- Mitigation measures must be realistic, actionable, and assigned to responsible parties.
- Store risk assessments securely and ensure accessibility for authorized personnel.