

# Risk Assessment and Mitigation Plan

**Project Title:**

**Project/Proposal No.:**

**Date:**

**Prepared by:**

## Purpose

This document outlines the key risks associated with the proposed project and details mitigation strategies to address them, aiming to ensure project objectives are met effectively.

## Risk Assessment Table

No.	Risk Description	Likelihood (Low/Med/High)	Impact (Low/Med/High)	Mitigation Measures	Responsible Person/Team
1	Delays in procurement of materials	Medium	High	Establish backup suppliers and monitor procurement schedules closely.	Project Manager
2	Insufficient community engagement	Medium	Medium	Conduct regular stakeholder meetings and feedback sessions.	Community Liaison
3	Changes in government policy	Low	High	Maintain ongoing communication with relevant authorities and be prepared with alternative approaches.	Legal Advisor

## Risk Monitoring and Reporting

- Risks will be reviewed monthly by the project management team.
- Progress and risk updates will be included in quarterly reports to stakeholders and funders.
- Mitigation actions will be tracked and adjusted as necessary throughout the project period.

## Important Notes:

- This plan should be regularly updated as new risks emerge during project implementation.
- Clear assignment of responsibility is crucial for effective mitigation.
- Engage all stakeholders in risk identification and assessment for thorough coverage.
- Keep documentation of risk management activities for transparency and funder compliance.

