

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.

