

# Risk Assessment Document

## 1. Project Information

Project Title	Example Project Name
Date of Assessment	2024-06-20
Assessor(s)	John Doe
Department	Project Management

## 2. Risk Identification & Assessment

#	Risk Description	Likelihood	Impact	Risk Level	Mitigation Measures	Owner
1	Data loss due to hardware failure	Medium	High	High	Implement regular backups	IT Lead
2	Project Deadlines Not Met	High	Medium	High	Regular progress reviews	Project Manager
3	Insufficient stakeholder engagement	Low	High	Medium	Schedule stakeholder updates	Stakeholder Lead

## 3. Review & Approval

Name	Position	Date	Signature
Jane Smith	Project Sponsor	2024-06-20	

## Important Notes

- Risk assessments should be reviewed and updated regularly throughout the project lifecycle.
- All identified risks must have clear mitigation measures and responsible owners.
- Likelihood and impact should be assessed objectively and documented transparently.
- Approval by relevant stakeholders ensures shared understanding and commitment.
- Maintain supporting evidence and rationale for all risk ratings and decisions.