

Risk Assessment Report

1. Project/Process Information

Project/Process Name	Sample Project Name
Prepared by	John Doe
Date	2024-06-01
Department	Operations
Location	Head Office

2. Objective

To identify, analyze, and evaluate potential risks associated with the Sample Project to ensure effective mitigation and management.

3. Risk Assessment Table

#	Description of Risk	Likelihood	Impact	Risk Level	Mitigation Measures	Owner
1	Delay in schedule due to resource unavailability	Medium	High	High	Develop backup resource plans and monitor resource status regularly	Project Manager
2	Budget overrun	Low	High	Medium	Regular cost monitoring and approval process for any additional expenditure	Finance Lead
3	Data security breach	Low	Critical	Medium	Implement advanced security protocols and provide staff training	IT Security Officer

4. Recommendations

- Monitor key risks regularly and update mitigation strategies as required.
- Communicate risk management plan to all stakeholders.
- Conduct periodic risk reviews throughout the project lifecycle.

5. Approval

Name & Title	Signature	Date
Jane Smith, Project Sponsor	<hr/>	2024-06-01

Important Notes

- This document should be reviewed and updated regularly during the project or process lifecycle.
- Assessment of risks should involve key stakeholders for more accurate identification and response.
- Risk severity is typically evaluated based on likelihood and potential impact on objectives.

- Document all mitigation measures and assign clear ownership for risk follow-up.
- Preserve confidentiality of sensitive risk-related information.