

Risk Assessment Status Report

Project Information

Project Name	Sample Project ABC
Report Date	2024-06-12
Prepared By	Jane Doe
Reporting Period	June 1 - June 11, 2024

Risk Summary

Total Risks Identified	Open Risks	Closed Risks	Risks Escalated
10	4	5	1

Key Risk Details

#	Risk Description	Likelihood	Impact	Mitigation Action	Status	Owner
1	Delay in third-party deliverables	High	High	Weekly follow-up with vendor	Open	Project Manager
2	Resource unavailability	Medium	High	Cross-train backup resource	Mitigated	HR Lead
3	Compliance documentation delay	Low	Medium	Early engagement with compliance team	Closed	Compliance Officer

Mitigation Actions and Updates

Risk #	Recent Updates	Next Steps
1	Vendor contacted twice; awaiting revised timeline.	Escalate if no update by June 15.
2	Backup resource has been onboarded.	Monitor availability over the next sprint.

Important Notes

- Ensure all risks are regularly reviewed and status is kept up to date.
- Documented mitigation actions should be actionable and assigned to responsible owners.
- Changes in risk severity or likelihood should be promptly reflected in the report.
- Escalated and unresolved high-impact risks must be highlighted to senior management.
- This report supports transparency and proactive risk management throughout the project lifecycle.