

Risk Assessment Document

Milestone Forecast

Project Overview

Project Name: [Enter Project Name]
Date: [Enter Date]
Milestone(s) Assessed: [Milestone Name(s) and Dates]
Prepared by: [Name, Title]

Milestone Summary

Milestone	Scheduled Date	Status
[Milestone 1 Name]	[YYYY-MM-DD]	[On Track/At Risk/Delayed]
[Milestone 2 Name]	[YYYY-MM-DD]	[On Track/At Risk/Delayed]

Risk Assessment

Risk Description	Likelihood	Impact	Mitigation Strategy	Owner
[Risk 1 Description]	[Low/Medium/High]	[Low/Medium/High]	[Mitigation Actions]	[Owner Name]
[Risk 2 Description]	[Low/Medium/High]	[Low/Medium/High]	[Mitigation Actions]	[Owner Name]

Action Items

Action	Responsible	Due Date	Status
[Action Item 1]	[Name]	[YYYY-MM-DD]	[Open/Closed]
[Action Item 2]	[Name]	[YYYY-MM-DD]	[Open/Closed]

Important Notes

- This document should be updated regularly as project milestones and risks evolve.
- Risk likelihood and impact should be assessed collaboratively with project stakeholders.
- Mitigation strategies should be actionable and assigned to specific owners.
- The document provides transparency and supports proactive decision making.
- Keep all milestone and risk descriptions clear and concise for effective communication.