



Your Company Name
Risk Analysis Plan

Date

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Revision History

Date	Version	Author	Change

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Note: Text displayed in blue italics is included to provide guidance to the author and should be deleted before publishing the document. In any table, select and delete any blue line text; then click Home→Styles and select “Table Text” to restore the cells to the default value.

This document consists of identifying the goals, objectives and scope of project risk analysis including assumptions, dependencies, and constraints. The main feature is a risk analysis table wherein the risk or threat is identified with values for risk and impact and a resulting score that signifies the criticality of the risk, as well as the risk mitigation, the due date and any contingencies or triggers that may minimize that risk.

1 Purpose

Purpose describes the intent of the document, which is to provide a risk analysis of the project. A table is used to keep track of potential risks that can jeopardize the project's success or completion date.

2 Project Information

This section of the document should contain project background information including the project's goals, objectives, and major system functionality.

2.1 Project Description

The Project Description section provides a high level view of the project; background, vision, approach, timeframe, etc.



2.2 Goals, Objectives, and Scope

The objectives statement describes the goals of the project.

The Project Scope statement defines the scope of the entire project, i.e., what is included and what is not.

2.3 Assumptions, Dependencies, and Constraints

List assumptions, dependencies, and constraints that may constrain the project team, development, or implementation, e.g., system hardware or software availability or access.

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3 Risk Analysis Table

Use the table to keep track of potential risks that may jeopardize the project's success or completion date. In the initial columns, identify potential project risks.

- Assign a percentage value to the Risk (this is the probability that a particular risk will occur).
- Fill in a number from 1 to 10 to indicate the Impact that an event will have on the project (10 has greatest impact), or copy the values from the Project Risk Information Data Collection Form.
- Calculate the Score by multiplying the Risk by the Impact.
- Identify the Risk Mitigation in the Strategy column (steps to take to alleviate potential risks and associated dates).
- Fill in the final column with a backup plan in case the risk strategy is insufficient to prevent a potential risk.

#	Risk/Threat	Priority			Risk Mitigation Strategy		Contingency / Triggers
		Risk Probability (1-5)	Impact (1-10)	Score (Risk X Impact)	Strategy	Date	
R-1	Insufficient Project Resources - staff	2.5	7	17.5	Assign a high priority to the project and notify dept. heads that some staff may need to be pulled from other projects.	Project Start Date	Contract for additional resources. Trigger (e.g., project scope enlarged)