

PROJECT RISK ASSESSMENT

Project: _____

Project Risk	Potential Impacts	How to Eliminate These Risks	How to Mitigate These Risks	Responsible Person

Notes:

- 1. Project Risk:** Using input from the delivery team and stakeholders, identify all potential risks to the project budget, schedule and scope.
- 2. Potential Impacts:** Briefly identify what will happen to the project if these risks are not eliminated or mitigated.
- 3. How to Eliminate These Risks:** Identify means and methods of eliminating the risk. For example: The potential risk of a public utility line running under the foundation can be eliminated by relocating the line before construction begins.
- 4. How to Mitigate These Risks:** Identify means and methods of reducing the potential impacts of the risk on the project. For example, protecting the utility line in place can reduce the risk of damage to the line and the project.
- 5. Responsible Person:** Identify by name the individual who will be managing the risk.