**<Insert Project Name>
Risk Management Plan**

Document Version: **<Insert Version Number>**

Authors

This document was prepared by:

|  |  |  |
| --- | --- | --- |
| **<Insert contact information for each author as follows:>**Name, TitleOrganizationAddress Office phoneemail address | **<Example:>**John Doe, Project ManagerMinistry of XRoundabout AOffice Phone: xxx-xxxxjohndoe@mox.gov.qa | **<Example:>**Jane Doe, IT CoordinatorMinistry of XRoundabout AOffice Phone: xxx-xxxxjanedoe@mox.gov.qa |

Version History

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Document Version** | **Document Revision History** | **Document Author/Reviser** |
| **<Insert version completion date>** | **<Insert version number>** | **<Briefly describe work completed to create the version>** | **<Name author or reviser>** |
| **<Example:>** |  |  |  |
| May 15, 2006 | 1.0 | Initial draft | John Doe |
| May 28, 2006 | 2.0 | Reviewed with IT Coordinator and revised | John Doe |
| June 2, 2006 | 3.0 | Reviewed and revised following meeting with Project Sponsor | Jane Doe |
|  |  |  |  |
|  |  |  |  |

Approvals

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Document Version** | **Approver Name and Title** | **Approver Signature** |
| **<Insert approval date>** | **<Insert version approved>** | **<Provide name and title of approver>** |  |
| **<Example:>** |  |  |  |
| June 30, 2006 | 3.0 | James Doe, Project Sponsor and Director, IT |  |
| June 30,2006 | 3.0 | John Doe, Project Manager |  |
|  |  |  |  |
|  |  |  |  |

Table of Contents

[1. Purpose of Document 1](#_Toc153877875)

[2. Definition of Risk Management 1](#_Toc153877876)

[3. Objectives of Risk Management 1](#_Toc153877877)

[4. Terms, Acronyms and Abbreviations 1](#_Toc153877878)

[5. Risk Management Methods 1](#_Toc153877879)

[5.1 Risk Identification 1](#_Toc153877880)

[5.2 Risk Analysis 1](#_Toc153877881)

[5.3 Risk Response 2](#_Toc153877882)

[5.4 Risk Tracking and Reporting 3](#_Toc153877883)

[6. Risk Management Process 3](#_Toc153877884)

[6.1 Risk Management Process Map 3](#_Toc153877885)

[6.2 Risk Management Process Narrative 3](#_Toc153877886)

[7. Roles and Responsibilities 3](#_Toc153877887)

# Purpose of Document

<This section provides the purpose of the document.>

<Recommended text:>

The purpose of this document is to outline the risk management approach for **<insert name of project>** It provides standard terminology, clear roles and responsibilities, a detailed description of the risk management process, and the standard templates used in that process. It is designed to guide the project team and stakeholders.

# Definition of Risk Management

<This section provides the definition of risk management.>

# Objectives of Risk Management

<This section provides the goal and objectives of risk management.>

# Terms, Acronyms and Abbreviations

<Recommended text:>

All terms, acronyms, and abbreviations used in this document are defined in the Project Management Glossary at [www.qnpm.gov.qa](http://www.qnpm.gov.qa).

# Risk Management Methods

<This section informs readers where they can access definitions for the terms, acronyms and abbreviations used in this document.>

## Risk Identification

<This section outlines the activities the team will undertake to identify risks.>

## Risk Analysis

<This section outlines how newly identified risks will be analyzed and how risks that are already identified will be periodically reanalyzed to capture any changes.>

### Risk Assessment

<This section outlines how risks are assessed and quantified.>

### Risk Prioritization

<This section outlines how risks are prioritized.>

### Risk Definitions

<This section provides definitions for risk assessment and prioritization.>

#### **Probability Definitions**

<Use the table below to provide definitions for high, medium, and low probability.>

| **Category** | **Definition** |
| --- | --- |
| High |  |
| Medium |  |
| Low |  |

#### **Impact Definitions**

**Use the table below to provide definitions for high, medium, and low impact.**

| **Impact Type** | **High Impact** | **Medium Impact** | **Low Impact** |
| --- | --- | --- | --- |
| Budget |  |  |  |
| Schedule |  |  |  |
|  |  |  |  |
|  |  |  |  |

#### **Timeline Definitions**

**Use the table below to provide definitions for near term, medium term, and far term.**

|  |  |
| --- | --- |
| **Category** | **Definition** |
| Near Term |  |
| Medium Term |  |
| Far Term |  |

#### **Status of Response Definitions**

**Use the table below to provide definition for the status of response activities.**

| **Category** | **Definition** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

## Risk Response

<This section outlines how the team will respond to risks through risk response planning, risk response activities.>

### Risk Response Planning

<This section outlines how the team will plan its responses to risks.>

### Risk Response

<This section outlines how the team will undertake risk response activities.>

## Risk Tracking and Reporting

<This section outlines how risks will be tracked and reported.>

# Risk Management Process

<This section outlines the risk management process for the project including how a risk is identified, analyzed, logged, tracked, and reported. It includes a process map (diagram outlining steps) and a process narrative (text describing each step).>

## Risk Management Process Map

<Insert process map depicting risk management process for the project.>

## Risk Management Process Narrative

<The steps in the above process are listed and described in the table below.>

# Roles and Responsibilities

<This section outlines roles and responsibilities for those involved in the risk management process. They must be consistent with the process provided above.>

| **Role** | **Responsibilities** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Appendix A: Risk Identification Form

<Insert here the Risk Identification Form template if one is required in the risk management process documented in this Plan. A sample template is available at [www.qnpm.gov.qa](http://www.qnpm.gov.qa).>

Appendix B: Risk Analysis Form

<Insert here the Risk Analysis Form template if one is required in the risk management process documented in this Plan. A sample template is available at [www.qnpm.gov.qa](http://www.qnpm.gov.qa).>

Appendix C: Risk Status Report

<Insert here the Risk Status Report Template if one is required in the risk management process documented in this Plan. A sample template is available at [www.qnpm.gov.qa](http://www.qnpm.gov.qa).>

Appendix D: Risk Log

<Insert here the Risk Log to be used in the risk management process documented in this Plan. A sample template is available at [www.qnpm.gov.qa](http://www.qnpm.gov.qa).>