Risk Management Plan

1. **General Information**

Provide basic information about the project including: This information is Bidirectional with other forms.

Proponent Secretary – The Secretary to whom the proponent agency is assigned or the Secretary that is sponsoring an enterprise project.

Proponent Agency – The agency that will be responsible for the management of the project.

Project Manager – The person(s) preparing this document.

Planned Completion Date – Date the project is expected to be complete.

Investment Type – Commonwealth Project or Procurement

Investment Approval Status – The current phase the project is in.

Item Classification Governance – The category of project based on the Risk and Complexity Assessments.

### Risk Management Strategy

* 1. ***Risk Identification Process***

*Describe the process for risk identification.*

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1. ***Risk Evaluation and Prioritization***

*Describe how risks are evaluated and prioritized.*

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1. ***Risk Mitigation Options***

*Describe, in general terms, the risk mitigation options.*

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1. ***Risk Plan Maintenance***

*Describe the methods for maintaining or updating the risk plan.*

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1. ***Risk Management Responsibilities***

*Identify individuals with specified risk management responsibilities.*

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| ***Individual*** | ***Responsibility*** |
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Last update: July 6, 2020 Environment Overview Appendix Id: Service Management Manual (VAR)

1. **Risk Analysis Summary**

*Using the Risk function button, complete the following:*

*Risk Name*

*Description*

*Risk Owner details*

*Type of Risk: Schedule, budget, scope, etc.*

*Expected impact level, a description of the impact, and when the risk event is likely to occur.*

*Target Resolution date*

*Mitigation Plan*

*Mitigation Trigger*

*Probability of occurrence*

*Ranking*

*Current Trend*

**Note: 1. Probability of Occurrence is the percentage of likelihood that the risk will occur.**

**2. Impact Level is a score of one to five. One is the least impact and five is the highest impact.**