

Risk Assessment Template



Briefly describe the scope of work

Project Name:

Project Goals & Objectives:

Project Partners:

Project Stakeholders:

Project Description/Strategy:

Project Timeline:

Importance of Project to the Agency:

Importance of Project to Partners and/or Stakeholders:



Step
2

Review risk evaluation practices

Identify the source(s) of risk associated with this project.

- ❖ **Potential sources:** public perception, political will, funding, legal liabilities, natural disasters, natural causes, personnel changes, federal authority limits, disconnects between a model strategy moved to a new location, timing (identify vulnerabilities in project design relative to implementation)

Rate each risk on a scale from 1-5.

1. **Minimal Risk:** project strategy is proven and evaluated, reoccurring and adapted to meet current conditions with known and anticipated risk factors well understood
2. **Modest Risk:** project strategy is proven and evaluated, reoccurring and adapted to meet current conditions with known and anticipated risk factors considered
3. **Moderate Risk:** project strategy developed, includes new elements that take you and stakeholders into uncharted territory with some known and anticipated risk factors
4. **High risk:** project strategy factors in a probability for failure or actions that might negatively impact public, resources and stakeholder and partner relationships relative to the benefits of actions
5. **Highest risk:** project strategy factors in a probability for failure or conditions that might cause harm/injury to people and or resources (source most likely to be natural disasters, search and rescue, law enforcement activities)

Select a risk management strategy for each risk identified: (1) Avoid, (2) Mitigate, (3) Share and/or Transfer, (4) Accept

- ❖ **Risk Mitigation:** (1) identify potential indicators of risk and (2) identify strategies for minimizing risk

Prioritize and Monitor risk management strategies associated with this project. Assign a priority number to each risk strategy; 1 is the top priority and so forth.



Risk Assessment Template

Source of Risk	Rate Risk	Select Risk Strategy	Risk Mitigation Potential Indicators	Risk Mitigation Minimizing Strategies	Monitoring Priority