



## Risk Mitigation Plan Template Description

This deliverable defines the actions to be taken to reduce or eliminate the impact of risks. Prepare this deliverable during initial project planning, and maintain it in connection with replanning activities to measure and manage the project's performance.

Risks can arise from any aspect of a project. Thus, a complete identification of all project risks can only be obtained by involving a sufficient number of persons to ensure that in-depth competence and experience is applied to the process for all significant aspects of the scope of the project. Some project risks can only be identified by carefully analyzing the Project Plans and requirements. Some of the risk mitigation actions can be incorporated into the Project Plan/Work Plan with the program and detailed project planning activities. Others represent contingency plans to be implemented only if the risk actually occurs.

A secondary use of the Project Risk Mitigation Plan occurs if and when implemented risk responses do not prove effective. When this happens, the Project Risk Mitigation Plan provides information on other, alternative risk responses to reconsider for implementation.

### **Category**

Identify the category of risk. These categories should be established by the organization.

### **Description of Risk**

Describe the risk as appropriate. This information should be pulled from the Project Risks.

### **Level of Impact**

Describe the level of impact as high, medium, low. This information should be pulled from the Project Risks.

### **Area of Impact**

Identify the part of the organization (business units, departments, business representative groups, etc.) that will be most affected by the risk.

### **Alternative Responses**

Include alternative responses to dealing with the risk.

### **Rank of Response**

Rank each response by viability.

### **Response Taken**

Indicate which response was taken to mitigate the risk.

### **Work Package**

Indicated with which work package this resolution path is associated.

### **Comment**

Include any comments.



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Category	Description of Risk	Level of Impact	Area of Impact	Alternative Responses	Rank of Response	Response Taken	Work Package	Comment