

Risk Response Plan

Project Name: _____

Prepared By: _____

Date: _____

Instructions for using this document

Risk Identification:

Assign Risk ID#. Categorize the risk (scope, schedule, budget, project linkages, human resources, executive support, business/ organizational impact, technology, vendor, or other). Describe the risk.

Risk Impact:

Describe the impact of the risk event on project objectives.

Risk Response:

- Determine options and actions to reduce the likelihood or consequences of risk impact on the project's objectives.
- Describe actions to be taken to mitigate the risk, and the action to be taken when this risk event occurs (contingency plan).
- Assign responsibilities for each agreed response.

Risk Response Tracking:

Document the dates and effectiveness of actions taken, if any.

Risk Response Plan

Risk ID #	Risk Category	Risk Description	Risk Impact	Risk Response	Risk Response Tracking
000	Vendor	The vendor may not understand our requirements in the context of our business objectives and the current operational constraints.	This will delay the project due to "late discovery" of issues.	A. Hold weekly meetings with the vendor to ensure requirements are well defined and understood.	05/22/02 - Assigned to ABC. 06/04/02 - First meeting with the vendor was held. Productive meeting. Meeting schedule confirmed with the vendor. (Refer to Meeting Notes: 06/04/02).
				B. Produce prototypes of screen and report layouts, and obtain user acceptance before development. Add the "create", "review", "revise", and "approve" of prototypes tasks to Project Schedule for all reports and screens.	05/22/02 - Assigned to XYZ. 05/22/02 - Tracking will be performed using the project schedule. 06/04/22 – Tasks added to the project schedule.
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