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| **Project Name:** | **Project Sponsor:** | **Prepared by: (Project Manager)** | **Date:** |
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| RISK IDENTIFICATION: brainstorming | |
| *Brainstorming is used to obtain a comprehensive list of risks to address & analyze. Sources of risk are first identified in broad scope & then assigned probability and impact.* | |
| *Risk descriptions:  scope change, vendor issues, lack of stakeholder participation, budget cuts, schedule accelerations, etc.* | *Risk response strategies:*  *Avoidance: changing the project plan to eliminate the risk*  *Transference: shifting the consequence to a 3rd party*  *Mitigation: reducing the probability and/or consequences*  *Acceptance: establishing a contingency allowance of time, money, or resources* |

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| RISK CATEGORIES | **Technical, quality or performance risks:** reliance on unproven or complex technology, unrealistic performance goals, changes to the technology used, or to industry standards during the project.  **Project management risks:** poor allocation of time and resources, inadequate quality of the project plan, poor use of project management disciplines.  **Organizational risks:** cost, time, and scope objectives that are internally inconsistent, lack of prioritization of projects, inadequacy or interruption of funding, and resource conflicts with other projects in the organization.  **External risks:** shifting legal or regulatory environment, labor issues, changing owner priorities, country risk, and weather. Risks such as earthquakes, floods, and civil unrest generally require disaster recovery actions rather than risk management. |

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| **#** | **Status:**  **Open/Closed/**  **Issue** | **Date** | **Description** | **Probability** | **Impact** | **Assigned**  **to** | **Mitigation plan (or transfer, accept, defer)** | **Status date and current status** |
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