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Template Guide

What is a Risk Assessment?

A Risk Assessment is a document, which is developed in order to determine factors that may impact the project's likelihood for successful completion (meeting all stated business objectives) within a specific timeframe. It includes:

- *An analysis of the Business Case Risks for a project.*
- *An analysis of the Planning Risks for a project.*
- *An analysis of the Organizational Risks for a project.*
- *An analysis of the Technical Risks for a project.*
- *An analysis of the External Risks for a project.*

When do I use a Risk Assessment?

A Risk Assessment is often needed in order to provide additional substantiation to the Feasibility Study for a project, which is ultimately used to support the Business Case for the project. The Risk Assessment provides detailed estimates of the various risks that could potentially impact the successful delivery of the project. The Risk Assessment data should be entered into a Risk Management Logging System, to be managed using the guidelines set forth in the Risk Management Plan document.

How to Use This Template

This document provides a guide on the topics usually included in a Risk Assessment document. Sections may be added, removed or redefined at your leisure to meet your particular business circumstance. Example tables, diagrams and charts have been added (where suitable) to provide further guidance on how to complete each relevant section.

This Risk Assessment document can be completed, by taking the following steps:

- *Using previous experience with similar products, expert opinions on relevant technologies, and brainstorming with a cross-functional group, list as many high-level product/project risk items as possible. The template includes a generic list, to be used as a starting point.*
- *Do a concurrent assessment of technical, market, and other risks: The team should work concurrently on assessing technical, market, and other risks such as resource availability. For example, the unknowns involved in using new technology could be a key source of project risk, which should receive early attention, in order resolve the unknowns about the technology.*
- *Assign a High, Medium or Low score to each risk item, based on its potential impact on product/project success, the probability of their occurrence, and the difficulty of detecting the item during the product's/project's entire lifecycle (not just during development).*

1 Risk Assessment Introduction

1.1 Risk Assessment Participants

[Provide a list of the Risk Assessment Participants]

1.2 Risk Assessment Participant Roles

[Provide an overview of the Risk Assessment Participant Roles in the Risk Assessment (assigned responsibilities)]

1.3 Risk Assessment Techniques

[Provide an overview of the Risk Assessment techniques used:]

2 Risk Classifications

The Risk Levels that appear below will be used to classify the various project risks throughout this document:

Risk Level	Risk Description & Necessary Actions
High	The loss of confidentiality, integrity, or availability could be expected to have a severe or catastrophic adverse effect on organizational operations, organizational assets or individuals.
Moderate	The loss of confidentiality, integrity, or availability could be expected to have a serious adverse effect on organizational operations, organizational assets or individuals.
Low	The loss of confidentiality, integrity, or availability could be expected to have a limited adverse effect on organizational operations, organizational assets or individuals.