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<COMPANY OR PROJECT LOGO>

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# OVERALL PROJECT RISK ASSESSMENT

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VERSION <1.0>

<DD/MM/YYYY>

## OVERALL PROJECT RISK ASSESSMENT

### DOCUMENT CONTROL

#### DOCUMENT INFORMATION

	Information
Document Id	<i>[Document Management System #]</i>
Document Owner	<i>[Owner Name]</i>
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#### DOCUMENT HISTORY

Version	Issue Date	Changes
<i>[1.0]</i>	<i>[Date]</i>	<i>[Section, Page(s) and Text Revised]</i>

#### DOCUMENT APPROVALS

Role	Name	Signature	Date
Project Sponsor			
Project Steering Group			

## OVERALL PROJECT RISK ASSESSMENT

Procurement Manager <i>(if applicable)</i>			
Communications Manager <i>(if applicable)</i>			
Project Office Manager <i>(if applicable)</i>			

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## TEMPLATE GUIDE

### ***How to use this template***

*This template includes typical sections in a Project Risk Assessment questionnaire. Sections may be added, removed, or amended to suit your business or project. The layout and tables are just a suggestion; you can decide to format these sections differently.*

*Text in Blue italics is designed to help you complete the template. Before sharing your plan, delete this section and the help text in italics between <...>*

*Styles used for the Section Headings are Heading 1, Heading 2 and Heading 3. Style used for boilerplate text is Normal Text, font Arial, size 10.*

*To update the Table of Contents, right-click on it and select "Update field" and choose the option - "Update entire table".*

## OVERALL PROJECT RISK ASSESSMENT

### INTRODUCTION

*<This is an overall project risk assessment; it aims to answer the question: 'How risky is your project?'*

*It can be created at the start of the project, and at the end of each phase in the lifecycle. It is good practice to include the creation and sign-off of the risk assessment as project activities in the project schedule.*

*Answering 'no' to one of more of these questions does not mean that you must stop the project. It is a prompt for understanding the risk, assessing its impact and probability, and deciding on mitigating actions.*

*Some of these questions are tailored to an IT project, but most apply to any project. Add, edit or delete questions to suit your project and business.>*

### IMPACT RISK

*<Answer these questions to assess how the project could impact the day to day running of the business, and check that there are good business reasons for the project.>*

<b>Risk</b>	<b>Yes</b>	<b>No</b>	<b>IF No – Provide an Explanation</b>
Have all the cost impacts to the business been documented?			
Has the impact to daily operations been documented?			
Have the impacts to existing processes been documented?			
Have the schedule impacts to business activities been identified?			
Does the project have a <a href="#">Business Case</a> , which has been approved?			
Have the benefits of the project been fully identified?			
Will the project require funding beyond that originally allocated to the project?			If Yes, provide an explanation.
Has the project considered the businesses financial timeframes and processes?			

## OVERALL PROJECT RISK ASSESSMENT

### PROJECT ORGANISATION RISKS

<Answer these questions to check that the project will be properly managed and that there is appropriate governance in place.>

Risk	Yes	No	IF No – Provide an Explanation
Has sufficient funding been approved for the <a href="#">project</a> ?			
Has a qualified <a href="#">project manager</a> been assigned to the project			
Does the qualified <a href="#">project manager</a> have sufficient time to manage the project?			
Has the <a href="#">project</a> identified all relevant <a href="#">stakeholders</a> ?			
Are there any <a href="#">high interest/high power stakeholders</a> who can't be accessed/influenced?			
Is there a <a href="#">Stakeholder Engagement</a> plan in place?			
Does the scope of the <a href="#">project</a> align with our company mission?			
Has the <a href="#">Project Sponsor</a> been identified?			
Does the <a href="#">Project Sponsor</a> have the time, and do they understand their responsibilities for the <a href="#">project</a> ?			
Has a project steering committee been established within a project governance plan?			
Is there adequate staffing and resources for the <a href="#">project</a> ?			
Is a <a href="#">Change Management Plan</a> in place or is one planned?			
Is there a <a href="#">RACI</a> in place or is one planned?			

## OVERALL PROJECT RISK ASSESSMENT

### REQUIREMENT RISKS

*<These questions will help you to identify any risks around the project requirements.>*

Risk	Yes	No	IF No – Provide an Explanation
Have the business requirements been documented?			
Have the stakeholders approved all documented business requirements?			
Are the documented requirements defined in measurable terms?			
Are requirements prioritized – i.e., essential, conditional, or optional?			
Has an initial impact analysis been done on the business requirements – i.e., cost, operations, support?			
Is there a well-defined and institutionalized change control process for requirements?			
Is there a clear process for tracking progress and controlling each requirement? For example, is there a <a href="#">requirements traceability matrix</a> ?			

### TECHNICAL RISKS

*<These questions are designed to establish what risks the project will face from the technology that will be produced and/or used during the project.>*

Risk	Yes	No	IF No – Provide an Explanation
Will existing technologies be used? In other words, does the <a href="#">project</a> avoid developing products from scratch?			
Is the project planning to implement a COTS (Commercial Off the Shelf) solution?			

## OVERALL PROJECT RISK ASSESSMENT

If COTS solution is anticipated will it require significant customization, other than built in set-up/start up configurations?			If Yes provide explanation
Does we have experience with the underlying technology or hardware/operating system environment?			
Is there a test environment with an established process for moving from test to production?			
Is there at least a tentative plan for Business Continuity?			

## PLANNING RISKS

*<These questions are designed to check whether the project has been adequately planned at start up. You may want to add questions to assess any risks arising from detailed planning.>*

Risk	Yes	No	IF No – Provide an Explanation
Does the plan include the appropriate time and cost contingency?			
Does the plan include the appropriate time and cost estimates?			
Has a product planning methodology been chosen appropriate for the complexity of the solution and the knowledge of the <a href="#">project team</a> ?			
Has the <a href="#">project</a> adequately identified the constraints and assumptions of the <a href="#">project</a> ?			
Has the <a href="#">project</a> adequately identified the project risks, with probability, impact, mitigation and or contingencies?			
Is there a <a href="#">Risk Management Plan</a> and a <a href="#">Risk Register</a> in place or will they be created?			
Are there significant dependencies on other <a href="#">projects</a> or staff resources?			If Yes provide explanation



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