[](http://www.stakeholdermap.com/project-templates/project-management-templates.html)

*<COMPANY OR PROJECT LOGO>*

## <COMPANY OR Project Name>

## <Reference>

# RISK DATA SHEET

### Version <1.0>

### <dd/mm/yyyy>

# Document Control

## Document Information

|  |  |
| --- | --- |
|  | **Information** |
| Document Id | *[Document Management System #]* |
| Document Owner | *[Owner Name]* |
| Issue Date | *[Date]* |
| Last Saved Date | *[Date]* |
| File Name | *[Name]* |

## Document History

|  |  |  |
| --- | --- | --- |
| **Version** | **Issue Date** | **Changes** |
| *[1.0]* | *[Date]* | *[Section, Page(s) and Text Revised]* |
|  |  |  |
|  |  |  |

## Document Approvals

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name©** | **Signature** | **Date** |
| [Project Sponsor](https://www.stakeholdermap.com/project-dictionary/project-sponsor-meaning.html) |  |  |  |
| Risk Manager |  |  |  |
| PMO*(if applicable)* |  |  |  |
| Supplier Project Manager*(if applicable)* |  |  |  |
| Subject Manager Specialist*(if applicable)* |  |  |  |

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# Template Guide

***How to use this template***

*This is a guide to the common sections included in a Risk Data Sheet. Sections may be added, removed, or amended to suit your business or project.* *The example 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".*

# Executive SUmmary

*<A Risk Data Sheet provides additional data for specific* [*risks*](https://www.stakeholdermap.com/project-dictionary/risk-meaning-and-definition.html) *that can’t be managed simply using the* [*Risk Register*](https://www.stakeholdermap.com/risk/risk-register.html)*.*

*Explain why this risk requires a data sheet and how the data sheet will be used to manage the* [*risk*](https://www.stakeholdermap.com/project-dictionary/risk-meaning-and-definition.html) *in particular the progress of the* [*risk responses*](https://www.stakeholdermap.com/risk/risk-responses.html)*.*

*For example:*

*‘*[*Risk*](https://www.stakeholdermap.com/project-dictionary/risk-meaning-and-definition.html) *254 relates to the production and delivery of the glass sliding windows, which are being custom made by a specialist supplier in Germany. The primary* [*risk*](https://www.stakeholdermap.com/project-dictionary/risk-meaning-and-definition.html) *is that the customizations will be more complicated than expected and cause a delay in delivery of the windows. This will then have knock on impact on the whole* [*project*](https://www.stakeholdermap.com/project-management/what-is-a-project.html)*. There are several* [*responses*](https://www.stakeholdermap.com/risk/risk-responses.html) *that can be considered each with different impacts. There is also the possibility of accepting the* [*risk*](https://www.stakeholdermap.com/project-dictionary/risk-meaning-and-definition.html) *which will require a contingency plan. Because of these complications this* [*risk*](https://www.stakeholdermap.com/project-dictionary/risk-meaning-and-definition.html) *will be tracked via a data sheet, monitored by the project board via their monthly meetings and response options will be investigated as a separate work stream/*[*work package*](https://www.stakeholdermap.com/project-dictionary/what-does-work-package-mean.html) *led by the architect and construction manager.’*

*Learn more about the* [*Risk Data Sheet*](https://www.stakeholdermap.com/risk/risk-data-sheet-template.html)*.>*

# Risk Data Sheet

|  |  |  |
| --- | --- | --- |
| **Risk ID** | **Risk Description** | **Status** |
| *<The unique ID for the* [*risk*](https://www.stakeholdermap.com/project-dictionary/risk-meaning-and-definition.html)*>* | *<Describe what the* [*risk*](https://www.stakeholdermap.com/project-dictionary/risk-meaning-and-definition.html) *is. It helps to use this format ‘if x happens then it will cause y.’>* | *<e.g. Open, WIP, closed>* |
| **Probability** | **Impact***<what will the impact be if the* [*risk*](https://www.stakeholdermap.com/project-dictionary/risk-meaning-and-definition.html) *occurs?>* | **Score** |
| [**Scope**](https://www.stakeholdermap.com/project-dictionary/scope-meaning-in-project-management.html) | **Quality** | [**Schedule**](https://www.stakeholdermap.com/project-dictionary/project-schedule-meaning.html) | [**Cost**](https://www.stakeholdermap.com/project-dictionary/cost-definition-meaning.html) |
| *<what is the likelihood of the* [*risk*](https://www.stakeholdermap.com/project-dictionary/risk-meaning-and-definition.html) *occurring?>* | *<1 – 10, High, Med, Low, or other scale>* | *<1 – 10, High, Med, Low, or other scale>* | *<1 – 10, High, Med, Low, or other scale>* | *<1 – 10, High, Med, Low, or other scale>* | *<Total of numeric scores multiplied or a combination of high, med, low>* |
| [**Responses (mitigating actions)**](https://www.stakeholdermap.com/risk/risk-responses.html) | **Owner** |
| *<Describe how you will reduce the probability and/or impact of the* [*risk*](https://www.stakeholdermap.com/project-dictionary/risk-meaning-and-definition.html) *occurring.>* | *<The owner of the actions.>* |
| **Revised Probability** | **Revised Impact** | **Revised Score** |
| [**Scope**](https://www.stakeholdermap.com/project-dictionary/scope-meaning-in-project-management.html) | **Quality** | [**Schedule**](https://www.stakeholdermap.com/project-dictionary/project-schedule-meaning.html) | [**Cost**](https://www.stakeholdermap.com/project-dictionary/cost-definition-meaning.html) |
|  |  |  |  |  |  |
| **Secondary Risks** |
| *<Sometimes what you do to mitigate a* [*risk*](https://www.stakeholdermap.com/project-dictionary/risk-meaning-and-definition.html) *causes another. For example, making a change to a supply route might increase the* [*risk*](https://www.stakeholdermap.com/project-dictionary/risk-meaning-and-definition.html) *of delay.>* |
| **Residual Risks** |
| *<Residual risk is the* [*risk*](https://www.stakeholdermap.com/project-dictionary/risk-meaning-and-definition.html) *that remains after mitigating actions have been taken.>* |
| **Contingency Plan** |
| *<Explain what you will do if the* [*risk*](https://www.stakeholdermap.com/project-dictionary/risk-meaning-and-definition.html) *does occur. Contingency Plans are developed for* [*risks*](https://www.stakeholdermap.com/project-dictionary/risk-meaning-and-definition.html) *that have been accepted.>* |
| **Contingency Time** | *<The time that will be needed to implement the contingency plan.>* | **Contingency Funds** | *<The funds that are set aside to implement the contingency plan.>* |
| **Fallback Plan** |
| *<Describe what you will do if the contingency plan does not work out.>* |

# Risk Assessment Matrix

*<Include a copy of your Risk Assessment Matrix to illustrate how the risk score drives the actions that should be taken to manage the risk.>*

**

# Download more Risk Management Templates

[Business Templates](https://www.stakeholdermap.com/business-templates/business-templates-free.html) – All of our [FREE templates for Business and Management](https://www.stakeholdermap.com/business-templates/business-templates-free.html). Including timesheets, HR templates, marketing and SWOT.

[Project Management Templates](https://www.stakeholdermap.com/project-templates/project-management-templates.html) – Our collection of FREE Project Management templates in Word and Excel.

[Risk Management Templates](https://www.stakeholdermap.com/risk/risk-management-guides.html) – Get real world Risk Registers, management plans and matrices.