



During the course of a project, potential risks can be identified by a myriad of sources. The Project Risk Information Data Collection Form's purpose is to provide a vehicle for capturing detail information on any of those risks for analysis and evaluation. Summary information from this data collection is then encapsulated in the Project Risk Analysis Plan for weekly management review.

Note: In any table, select and delete any blue line text; then click Home→Styles and select "Table Text" to restore the cells to the default value.

Risk Information Data Collection Form

Section 1: Risk Identification

Risk Source Name		Phone Number	Email Address
Risk ID	Date Risk Identified	Risk Owner	Risk Action Owner
<i>RI-999</i>	<i>99/99/9999</i>		
Risk Short Title		Risk Event Description	

Section 2: Risk Root Cause Analysis

Risk Assessment	<i>If the Risk...</i>
Risk Impact	<i>Then the Risk Impacts...</i>

Section 3: Impacted Projects

Risk Affects	<input type="checkbox"/>	<i>Project Name 1</i>	<input type="checkbox"/>	<i>Project Name 2</i>	<input type="checkbox"/>	<i>Project Name 3</i>	<input type="checkbox"/>	<i>Program Level</i>
Impact Areas	<input type="checkbox"/>	Cost	<input type="checkbox"/>	Schedule	<input type="checkbox"/>	Resource	<input type="checkbox"/>	Scope
	<input type="checkbox"/>	Quality	<input type="checkbox"/>	Safety	<input type="checkbox"/>	Reliability	<input type="checkbox"/>	



Section 4: Risk Evaluation

Risk Probability (1-5)	Risk Impact (1-10)	Net Risk Index (NRI) (1-50)	Trigger Event	Potential Trigger Date
		(1-50)		
2.5	7	17.5	What actions will take this from a “Risk” to an “issue?”	99/99/9999

Section 5: Risk Consideration and Response

Risk Reduction Strategy	<input type="checkbox"/>	Mitigate	<input type="checkbox"/>	Transfer	<input type="checkbox"/>	Accept	<input type="checkbox"/>	Avoid
Contingency Response Plan / Actions To Take								