

RISK PLAN (fictitious example)

Project: Pharmacy Department Library

Project Leader: Robert Khan, Project Management Office

Version: 3

Date: 3/10/11

#	Risk Event	Prob. of Occurance	Magn. of Impact	Score (Prob x Magn)	Risk Response	Description of Response	Risk Owner
	EXAMPLE: Reports don't work for people who need them	2	2	4	Mitigation	Address in project communication plan	Project leader
1	Library will not fit in department space	3	3	9	Avoidance	Department-wide 5S to eliminate wasted space	George Gonzalez
2	Budget for project will be reduced due to contingency planning	1	3	3	Acceptance	Create both a risk reserve in the budget as well as a "must have" and "it would be nice to have" list of book titles	Nancy Lox
3	Team members will not use the library	2	3	6	Mitigation	Make the library a tool of engagement. Ensure that each member of the team has a say in the book list	Nancy Lox