**Risk Analysis Template Sheet No. :**

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref No (WBS):** | **Risk Title:** | | |
| **Risk Description:** | | | |
| **Risk Nature: Strategic/Operational** | **Risk Category:** | **Risk Manager:** | **Business Unit:** |

|  |  |
| --- | --- |
| **Risk Factors:** | **Possible Effects:** |
| * .. * .. * .. * …. | * .. * .. * .. |

|  |  |
| --- | --- |
| **Existing Risk Treatments:** | **Effectiveness: (H**igh**/M**edium**/L**ow**)** |
| * .. * .. * .. |  |

|  |  |  |
| --- | --- | --- |
| **New Risk Treatments :** | **Responsible Party:** | **Target Deadline:** |
| * .. * .. * .. |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk Assessment Date** | **Inherent Risk** | | | **Assessed Risk** | | | **Target Risk** | | |
| **Likelihood** | **Impact** | **Risk Rating** | **Likelihood** | **Impact** | **Risk Rating** | **Likelihood** | **Impact** | **Risk Rating** |
|  |  |  |  |  |  |  |  |  |  |

**Risk Analysis Template Instructions:**

|  |  |  |
| --- | --- | --- |
|  | **Ref. No (WBS):** | Sequential numbering of each risk identified. |
|  | **Risk Title:** | Give the risk a title. |
|  | **Risk Description:** | Provide a brief description of the risk (risk statement) |
|  | **Risk nature:** | Select one of the following – Strategic or Operational. |
|  | **Risk Category:** | Select the appropriate category to classify the risk (ie based on the source of the risk) |
|  | **Risk Manager:** | Person responsible for managing the risk. |
|  | **Business Unit:** | Provide name of Business Unit or similar |
|  | **Risk factors:** | Describe the causes of the risk. |
|  | **Possible Effects:** | Describe the impacts of the risk arising. |
|  | **Existing Risk Treatments:** | Identify all existing risk treatments and controls that are in place and any mitigating factors. |
|  | **Effectiveness (H,M,L):** | Rate the effectiveness of the existing risk treatments as either High (H), Medium (M) or Low (L). |
|  | **NewRisk Treatments:** | Identify a new range of options or strategies for treating risks. |
|  | **Responsible Party:** | Specify person who is responsible for the implementation of each new/proposed risk treatments. |
|  | **Deadline:** | Specify a final date when the implementation of the strategy will be completed. |
|  | **Risk Assessment Date** | Specify date of risk being assessed. |
|  | **Inherent Risk:** | Determine the risk level by applying the risk matrix assuming no Existing Risk Treatments. |
|  | **Assessed Risk:** | Determine the risk level by applying the risk matrix after forming a judgment on the effectiveness of Existing Risk Treatments. |
|  | **Target Risk:** | Advise the target level that will be achieved after implementation of the new/proposed risk treatments. The target risk is the desired risk level after implementation of new/proposed risk treatments. There may be instances where the target risk remains high due to the nature of the activity undertaken. In this case new/proposed risk treatments should be closely monitored and reported. |