Risk Assessment Template - Top Ten Risks

#	Risk statement Condition	Consequence	(Scale 1-100%) Probability	(Scale 1-10) Impact	Exposure	Mitigation	Contingency	Triggers	Assignee
1	The CTO might not be available 50 percent of the time, as required.	The project could be delayed. Incorrect decisions could be made.	80%	9	7.2	Gain commitment to 50 percent of available CTO time.	Prioritize questions to be asked of the CTO. Determine other sources of information.	Start of project	Program manager
2	Possible denial of service attack.	Non-availability of the system to the customers and end users.	70%	10	7	Use of firewall technology, and procedures for keeping such technology updated.	Use of intrusion detection software to prevent denial of service attacks. Develop, test, and regularly review recovery procedures.	Start of project	IT manager, network manager
3	Catalog data might require conversion. None is currently planned for.	Reduced ability of the system to access and manipulate the data as required.	80%	8	6.4	Determine extent of problem. If necessary, develop scripts to standardize the format of data.	It might be possible to develop code to access the nonstandard-format data. If not, a migration subproject will be necessary.	When a decision is made about the percentage of nonstandard data and its impact on the system	Product manager
4	Customer data might require conversion. None is currently planned for.	Reduced ability of the system to access and manipulate the data as required.	80%	8	6.4	Determine extent of problem. If necessary, develop scripts to standardize the format of data.	It might be possible to develop code to access the nonstandard-format data. If not, a migration subproject will be necessary.	When a decision is made about the percentage of nonstandard data and its impact on the system	Product manager
5	If sales drop, the $750,000 project budget might be reduced or cancelled.	Project cancellation, delay, or scope reduction.	50%	10	5	No action possible within the scope of the project.	Consider deferring some functionality into later phases of the project.	When a change to the project budget is known	Product manager
6	Customer data might be incomplete, making analysis difficult.	Reduced ability to analyze customer information to identify best customers.	80%	6	4.8	Determine extent of problem and how significant the data is to analysis. If necessary, consider population of missing data.	Consider cleaning the data extracted from the live system and putting it into Analysis Services.	When a decision is made about the percentage of incomplete data and its impact on the system	Product manager
7	New data might not be available for searching on a timely basis.	Decisions could be made on the basis of incomplete information.	90%	4	3.6	Schedule incremental updates to the search index as frequently as the technology will allow.	Educate users about FTI behavior. Provide other (non FTI) search mechanisms, such as SQL queries.	Start of project	Development

8	Contoso, Ltd., staff allocated to the project might become unavailable.	The project could be delayed.	30%	7	2.1	Verify with Contoso, Ltd., management the notice period for their staff.	Verify that Contoso, Ltd., has other staff available with suitable skills in case any of the staff allocated become unavailable. Verify with Adventure Works Cycles that a change in staff is acceptable provided that new members have equivalent skills and a transition period is in place for knowledge transfer.	Start of project	Project manager / customer
9	Sales representative might not be able to state the geographical and statistical data needed.	Unclear or incorrect requirements being coded.	50%	4	2	Ensure that the geographical and statistical data needs are defined in detail and verified with relevant stakeholders.	If any data needs are not clearly stated, consider removing such requirements from the first phase of the project.	When it is known that clear requirements cannot be obtained	Product manager
10	The existing database administrator might not be available 50 percent of the time, as required.	The project could be delayed. Incorrect decisions could be made.	30%	6	1.8	Gain commitment to 50 percent of available database administrator time.	Prioritize questions to be asked of the database administrator. When possible, determine other sources of information.	Start of project	Program manager