



PROJECT RISK LOG

Identification and Assessment

Project Name		Date	
Project Start Date		Project End Date	

Risk #	Risk Description	Impact	Likelihood	Risk Level	Risk Trigger	Risk Response Plan	Responsibility	Target Date To Complete	Review Schedule	Risk Status
		Insignificant Minor Moderate Major Extreme	Rare Unlikely Possible Likely Almost Certain	Low Moderate High Critical				M/D/Y	M/D/Y	Open Closed Escalated
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
Distribution:			Project Manager							
			Project Sponsor							



Project Risk Type	
Business	Risks that may relate to the delivery of health care that includes internal and external factors impacting on the operations of the department.
Resource	Risks that relate to the resources used by the organization to accomplish its objectives.
Compliance	Risks that originate from the requirement to comply with a regulatory framework, policies, directives or legal agreements.

Project Risk Matrix					
Likelihood	Impact				
	Insignificant	Minor	Moderate	Major	Extreme
Almost Certain	Moderate Risk	Moderate Risk	High Risk	Critical Risk	Critical Risk
Likely	Low Risk	Moderate Risk	High Risk	Critical Risk	Critical Risk
Possible	Low Risk	Moderate Risk	Moderate Risk	High Risk	High Risk
Unlikely	Low Risk	Low Risk	Moderate Risk	Moderate Risk	High Risk
Rare	Low Risk	Low Risk	Low Risk	Moderate Risk	Moderate Risk

Risk Matrix Legend	
Risk Level	Action and Level of Involvement Required
Critical Risk	<ul style="list-style-type: none"> • Inform Executive Sponsor • Escalate to the Project Management Office • Immediate Action is Required by Executive Sponsor and may involve WRHA Senior Management as appropriate
High Risk	<ul style="list-style-type: none"> • Inform Executive Sponsor • Escalate to the Project Management Office • Executive Sponsor involvement/attention is essential to manage risks – provide update to WRHA Senior Management as appropriate
Moderate Risk	<ul style="list-style-type: none"> • Inform Executive Sponsor • Escalate to the Project Management Office • Management mitigation and ongoing monitoring required • Inform Project Sponsor
Low Risk	<ul style="list-style-type: none"> • Resolve within the Project Team • Accept, but monitor risks • Manage by routine procedures within the Program, Site and Project