

<Insert
Company Logo
Here>

<Project Title>

Multimedia Risk Management Plan

< The risk management plan documents the procedures that will be used to manage risk throughout the project. In addition to documenting the results of the risk identification and risk quantification processes, it covers who is responsible for managing various areas of risk, how the initial identification and quantification outputs will be maintained, how contingency plans will be implemented, and how reserves will be allocated.>

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|---------------------|---------------------|
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Preface

For more information on this procedure, contact <Name>, <Title>, <Section/Division>. Tel: (nn) nnnn nnnn, Fax: (nn) nnnn nnnn.

This document was produced using <Microsoft Word>.

Revision History

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1.0 Introduction

1.1 Scope and purpose of document

<This paragraph shall summarise the purpose and contents of this document and shall describe any security or privacy considerations associated with its use.>

1.2 Overview of major risks

<This paragraph shall briefly state the major risks for the project.>

1.3 Responsibilities

<This paragraph shall identify the owner of the major risks to the project. This usually rests with the Project Manager, but on larger projects, it may be the responsibility of the Sponsor, or "Project Steering Committee".>

2.0 Project Risk Table

<This section contains information used to create the Risk Table, and the values used for the risk management planning. A sample table is shown below.>

| Risk Item | Category | Probability | Impact | Reference |
|---------------------------------------|----------|-------------|--------|-----------|
| size estimates too low | PS | 60% | 2 | |
| funding will be lost | CU | 40% | 1 | |
| technology will not meet expectations | TE | 30% | 1 | |
| high staff turnover | ST | 60% | 2 | |

Where:

Category is the risk category based on:

- Product size PS
- Business impact BU
- Customer characteristics CU
- Process definition PR
- Development environment DE

-
- Technology TE
 - Staff size and experience ST

Impact indicates the likely effect on the project and the resulting product:

- catastrophic (show-stopper) 1
- critical (delay, extra cost) 2
- marginal (extra effort) 3
- negligible (internal effort) 4

Probability is the current estimate of the likelihood of occurrence

Reference indicates the risk item number detailed in this plan.

2.1 Risk Identification

<This paragraph shall describe the inputs, the tools and the outputs of the risk identification activities.>

Risk Quantification

<This paragraph describes the inputs, tolls and outputs from the risk quantification process.>

Risk Response Development

<This paragraph describes the inputs, tools and outputs of the risk response development for mitigation, monitoring and control.>

Risk Response Control

<This paragraph describes the inputs, tools and outputs to control risk response as the risk events occur.>

2.2 Description of all risks above cut-off

<This paragraph provide a description of the significant risk items identified for the project:>

2.3 Factors influencing probability and impact

<This paragraph describes the impact assessment for the significant project risks.>

3.0 Risk Mitigation, Monitoring and Management

<This section shall be divided into the following paragraphs. Provisions corresponding to non-required activities may be

satisfied by the words “Not applicable.” If different builds or different multimedia on the project require different planning, these differences shall be noted in the paragraphs. In addition to the content specified below, each paragraph shall identify applicable risks/uncertainties and plans for dealing with them.>

3.1 Risk item #n

1 Mitigation

<This paragraph describes the plan for avoiding risk by effective pro-active mitigation activities. When mitigation activities have not been implemented, and the project is expected to manage the risk, a RISK MEMO should be created to record the fact.>

2 Monitoring

This paragraph describes the risk monitoring activities to be used on the project.>

3 Management

This paragraph describes the risk management and contingency plan. It assumes that the avoidance or mitigation strategy has failed, and the risk has become a reality.>

4.0 Risk Management Plan Iteration Schedule

<This section describes the schedule for reviewing and revising the Risk Management Plan. Ad-hoc or scheduled project milestones may be the “triggers” to revisit the Risk Management Plan and revise the mitigation, monitoring, or management decisions.>

5.0 Summary

<This section will summarise the current status of the Risk Management Plan.>