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Get Risk Assessment Analysis Template Now!!!

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YOU GET:

- 1 Excel Template, ready to use, for performing Risk Assessments for your projects.
- User guide included.

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Risk Assessment Analysis

USER GUIDE

Overview:

This Project Risk Assessment Questionnaire template should be used to discover and assess the risks that your project faces. It has been created using excel to provide automatic calculation of the risk levels as well as graphical representation of the overall project risk exposure.

Some of the worksheets make use of Headers and Footers which are visible when viewing the Print Preview.

Drop down lists are provided for entering the following:
- Severity
- Probability.

By default, some of the fields are Locked. In order to make changes (for example: formulas, add/delete lines, etc..)
(1) turn protection off (Tools>Protection>Unprotect Sheet)
(2) make your changes
(3) turn protection back on (Tools>Protection>Protect Sheet).

It is recommended to make a backup copy of this spreadsheet before starting to ... the Risk Assessment Questionnaire columns.

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Microsoft Excel - Risk Assessment Analysis

File Edit View Insert Format Tools Data Window Help

RISK ASSESSMENT ANALYSIS

Project Name:

Assessment Date:

Author:

Chapters

1	Questionnaire
2	Risk Matrix
3	User Guide

Microsoft Excel - Risk Assessment Analysis

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Columns Explained

Risk Description:
The risk described in a way that clarifies its implications

Risk Source:
Grouping risks by their risk sources will enable the tracking of fewer risk items, and allow more effective pre-emptive actions.

Project phase:
For each risk you can define the Project Phase where it applies. This information will be helpful in identifying, plan pre-emptive actions, and to know if the risk has passed.

Severity:
Assign a Severity ranking between 1 and 5 for each risk. The value 1 would indicate minimal damage in the event the risk materializes, and the value 5 would indicate catastrophic damage.

Probability:
Likewise, the Probability ranking of the risk happening ranges from 1 (indicating a very low chance of occurring) thru 5 (indicating a very high chance of occurring). Keep in mind that a "risk" that will certainly occur is NOT a risk. That is a part of your project that must be planned for.

Risk Level:
The spreadsheet automatically multiplies Severity by Probability, providing the Risk Level.

Pre-emptive/Contingency plan:
Pre-emptive refers to activities that reduce the chances of the risk from materializing. Contingency plans relate to what would need to be done to reduce the damage in the event that the risk does materialize. Either one or both may be relevant depending on Risk Level and cost. Where risk levels are very low, regular monitoring of the risk level may suffice.

#	Risk description	Project phase	Risk source	Severity	Probability	Risk level
Chapter 1 – Goals						
1	There is no focused domain expert	Analysis				0
2	The domain expert is insufficiently committed or involved	Analysis				0
3	The domain expert and the users are over-involved					0
4	The domain expert or the main user lacks authority					0
5	The domain expert or the main user lacks needed knowledge	Analysis				0
6	The domain expert cannot devote the required time	Analysis, Testing				0