**Reported by:** (WP and leader) **Date of report:**

**Risk No:** (added by QM)

Risk Description

*(WP leader)*

**Short description:** (One liner)

**Long description:**

Analysis

*(WP leader and Quality Manager)*

**Likelihood:** Unlikely/Possible/Likely/Almost Certain

**Consequences:** Insignificant/Minor/Moderate/Major/Catastrophic

**Risk level:** Low/Medium/High/Extreme

**Impact on Deliverable/Milestone:**

**Impact on KPIs:**

**Impact on other Tasks/WP:**

**Impact on finance:**

Treatment options

*(WP leader and Quality Manager)*

**Protective measures:** *(activities designed to reduce the chances of a disruptive event occurring)*

**Mitigation measures:** *(activities designed to minimize the severity of the event once it has occurred.)*

**Recovery activities:** *(activities serve to bring back disrupted systems and infrastructure.)*

**Contingency plans:** *(process-level documents describe what an organization can do in the aftermath of a disruptive event; they are usually triggered based on input from the emergency management team.)*

**Controls:** (*additional controls applied to it in order to reduce it to an acceptable level. What the appropriate additional controls might be, whether they can be afforded.)*

Final decision

*(PMB and AMB)*