

WORKSHEET #4

RISK MANAGEMENT TEMPLATE

Use the template below to identify the key risks for your organisation in delivering a service. Once you have done this indicate the likelihood of that risk occurring on a scale of 1 – 3 and then describe the steps you take to minimise the impact.

	Risk	Likelihood (1 High, 3 low)	Action
1	Demand for product or service is low	2	<ul style="list-style-type: none"> • Monitor demand monthly • Increase promotional activity if demand below target • Work with stakeholders to advertise service
2	Key staff leave the organisation or are unavailable	3	<ul style="list-style-type: none"> • All information logged on CRM system and accessible • Succession plan in place • Detailed work plan in place • Knowledge shared across wide number of staff
3			
4			
5			
6			
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8			