**Risk Management Plan - Template**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No | Type | Detail | Likelihood  | Impact | Overall | Mitigation | Owner |
| 1 | Financial | Inability to raise the capital funding required to complete the building causes the project to be unsuccessful | 3 | 5 | 15 | Consider alternative income sources, utilise other assets and develop events utilising the outdoor areas.  | Board |
| 2 | Financial | Inability to generate enough revenue to meet the costs of running the organisation leads to financial difficulties | 3 | 4 | 12 | Develop diverse income streams, including sources of unrestricted income from fundraising and commercial activity  | Board |
| 3 | Operational  | Taking on the building stretches the capacity of volunteers, causing individuals to be unable to continue in their roles | 3 | 3 | 9 | Recruit additional volunteers for the board and to fulfil specific roles, carry out a skills audit, raise funding to employ staff.  | Board |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |

**Guidance**

1. Think about all the risks – things which could have an impact on your project. See the table below for some of the potential risks.
2. Detail those in the table above – examples have been provided in the first three rows.
3. Categorise each risk by how it will affect your project – most common types are Financial, Operational, Reputational and External
4. Score each risk (1-5) on how likely you think it is to occur and on what its impact will be on your project, multiply the two to get your overall risk score.
5. Risks with overall score of 1-6 are coloured green, 7-12 yellow and 15+ are red. This gives simple visual indication of the level of risk.
6. Use the ‘Mitigation’ section to outline actions you will take to reduce each risk. ‘Owner’ signifies who is responsible for managing each risk
7. As more risks emerge add them to the table. If risks are no longer a threat, remove them from the table.
8. Have Risk as a standing item at each Board meeting and discuss how mitigating actions are progressing, adjust risk scores in the table when they change

|  |
| --- |
| Potential risks and impacts |
| Area of risk | Potential impact |
| Management/GovernanceLack of planning,Poor decision making | Potential for financial losses Reputation Staff turnover/effectiveness |
| Operational Risk Control, health and safety, contract risks, competition, relationships with suppliers Poor marketing | Financial losses Impact on service/sales Legal action ReputationStaff turnover/effectiveness Delays to plans |
| Environmental/ ExternalGovernment policy/regulationCommitments of landowners / funders / other partnersPerformance of contractors Lack of planning, systems for disaster planning Market changes in demand during project implementation.Technological change | Financial lossesStaff skills |
| Financial Financial assumptions in budgets and estimates are inaccurateTiming of income assumptions is inaccurate.Lack of financial management and control procedures | Financial lossesCash Flow difficultiesLegal action |
| Legal compliance Data protection CopyrightDisability DiscriminationRace RelationsHealth and Safety VAT Employment Law Employee pension provision | Legal action Fines and penalties Reputation Action by regulator(s) |