

Risk Response Planning Worksheet

State & Federally Funded Infrastructure Projects

Purpose

This worksheet helps you develop detailed response plans for high-priority risks identified in your Risk Register. Complete one worksheet for each risk that scores High (9-15) or Critical (16-25) on your risk assessment matrix.

Project Information

Project Name:	[Enter Project Name]	
Grant/Award #:	[Enter Award Number]	Date: ___/___/___

1. Risk Identification

Risk ID:	
Risk Category:	<input type="checkbox"/> Schedule <input type="checkbox"/> Budget <input type="checkbox"/> Scope <input type="checkbox"/> Compliance <input type="checkbox"/> Procurement <input type="checkbox"/> Technical <input type="checkbox"/> Other: ____
Risk Description:	
Risk Score:	Probability: ___ x Impact: ___ = Score: ___ Risk Level: <input type="checkbox"/> Critical <input type="checkbox"/> High <input type="checkbox"/> Medium

2. Response Strategy Selection

Select the primary strategy for responding to this risk:

Strategy	Description
<input type="checkbox"/> Avoid	Eliminate the threat by changing project plans (e.g., use different approach, remove risky scope element)
<input type="checkbox"/> Mitigate	Reduce probability or impact through proactive actions (e.g., add buffer time, increase oversight)
<input type="checkbox"/> Transfer	Shift risk impact to a third party (e.g., insurance, performance bonds, contract terms)
<input type="checkbox"/> Accept	Acknowledge risk and prepare to deal with it if it occurs (e.g., establish contingency reserve)
<input type="checkbox"/> Escalate	Risk is beyond project authority; escalate to program manager, grant manager, or governance body

3. Response Action Plan

Primary Actions:	1. 2. 3.
Risk Owner:	Name: _____ Title: _____ Phone: _____ _____
Timeline:	Start Date: ___/___/___ Target Completion: ___/___/___
Resources Required:	Budget: \$_____ Staff Hours: _____ Other: _____

4. Contingency Plan (If Risk Occurs)

What will you do if the risk event actually happens despite mitigation efforts?

Trigger Event:	<i>What will tell you the risk has occurred?</i>
Contingency Actions:	1. 2. 3.
Contingency Reserve:	Budget Reserve: \$_____ Schedule Reserve: _____ days
Escalation Path:	Who should be notified?

5. Monitoring & Review

Review Frequency:	<input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Monthly <input type="checkbox"/> At milestones <input type="checkbox"/> Other: _____
Warning Indicators:	<i>What early warning signs should you watch for?</i>
Success Metrics:	<i>How will you know the response was effective?</i>

6. Approvals

Role	Signature	Date
Prepared By (Risk Owner)		
Reviewed By (Project Manager)		

FEDERAL COMPLIANCE NOTE

Keep completed risk response plans in your project files. Federal grant auditors may ask to see evidence of risk management activities. Document any changes to risk scores or response strategies as the project progresses.

