



Risk Mitigation Plan Template

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Version History

Provide information on how the plan was developed and distributed up to the final point of approval.

Version #	Implemented by	Revision date	Approved by	Approval date	Reason
1.0	[Name]	[mm/dd/yy]	[Name]	[mm/dd/yy]	First draft

Introduction

Detail the purpose of the risk mitigation plan as well as the procedure and any tools involved in risk mitigation.

Risk Identification

List all potential risks that have been identified through risk assessment and analysis.

Risk ID	Risk description	Potential impact	Likelihood	Severity	Responsible Party
R001	[Description]	[Impact level]	[High/Med/Low]	[High/Med/Low]	[Name or department]

Risk Prioritization

Rank the identified risks based on likelihood and severity so you can focus on the most critical risks first.

Risk ID	Risk description	Risk score (Likelihood x Severity)	Priority
R001	[Description]	[Score]	[High/Med/Low]

Risk Mitigation Strategies

For each identified risk, outline specific mitigation strategies to address them.

Risk R001: [Description]

- Mitigation Strategy: [Describe the strategy to mitigate the risk]
- Owner: [Assign ownership to an individual or department]
- Timeline: [Start date - End date]
- Progress Monitoring: [Explain how progress should be tracked]

Risk Review and Update

Specify how often the risk mitigation plan will be reviewed and updated to stay relevant and effective throughout the project or business operation.

Risk Communication

Outline the communication plan for informing stakeholders about potential risks, mitigation strategies, and any changes in the plan.

Risk Mitigation Plan Approval

Provide space for relevant stakeholders to sign off on the risk mitigation plan, indicating their approval and commitment.

Signature: _____

Date: _____

Print name: _____

Title: _____

Role: _____