Project Name: _____

Project Manager:_____

A. List all the necessary documents needed for understanding previous conditions that caused uncertainties in similar projects' elements (i.e. duration, cost, resources, etc.) These can be obtained from the PMO or some organizational records.

B. List all the necessary documents, meetings or interviews necessary for understanding future conditions that could cause uncertainties in key actual project elements. These can be structure using a tool like SWOT. Don't forget to include the Project management plan, Project charter, Stakeholder register, Enterprise environmental factors, and Organizational process assets.

C. Based on the prior information you'll be ready to develop a rough Plan Risk Management Plan, as stated in the PMBOK.

D. The following step is aimed at building the Risk Register (the second vital document of this area of knowledge) and updates the Risk Management Plan. Even that PMI, requires the minimum information (columns) in a Risk Register, most companies add or delete elements, depending the nature of the company or the project, or the standard guidelines used by the organization. Following is a generic example of a Risk Register.

Synopsis					Risk Response Elements						Contingency Response Elements			
ID	Date Raised	Raised By	Received By	Description of Risk	Description of Impact	Probability of Impact	Priority Rating	Response Action	Risk Owner	Action Date	Contingency Action	Risk Owner	Action Date	Comments