

When documenting your project risks in your submission, detail the key risks that could impact on this project in the tables on the online form.

Use this document as a reference to indicate the appropriate rating for Likelihood and Impact, and the corresponding Risk Rating.

Describe the actions that will be used to manage these risks or describe how these could be prevented or dealt with if they do occur.

Some examples of risks include factors that affect cost, schedule/timeframes, legal, public relations, safety, technical, environmental, etc.

Risk Likelihood

Risk rating	Likelihood	Consequence	Probability
5	Almost certain	The event is expected to occur, almost inevitable	> 95% to 100%
4	Likely	The event is highly likely to occur, not surprised if it happens	> 70% to 94%
3	Possible	The event may occur at some time	> 30% to 69%
2	Unlikely	The event may occur but not anticipated, surprised if it happens	> 5% to 29%
1	Rare	The event may occur in exceptional circumstances	< 5%

Risk Consequence

Consequence category	Consequence rating				
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Critical (5)
Resources	Minimal or no change in project	Can be accommodated with existing resources	Impact can be absorbed with treatment but will require additional resources from other areas	The project/program will require considerable additional resource from other areas	The project will not be delivered
Benefits	Minimal or no impact on business case	Benefits may be impacted however, project is still aligned to Business Case	Benefits will be impacted however, project is still aligned to Business Case	Benefits will be impacted and project may no longer be aligned to Business Case	Benefits will be impacted and project will no longer be aligned to Business Case
Cost	Minimal or no impact on budget and cost is within approved BP4	Impact can be managed within budget and cost is within approved BP4	Impact may be managed within budget and cost may remain within approved BP4	Impact may not be managed within budget and cost may exceed approved BP4	Impact cannot be managed within budget and cost will exceed approved BP4
Quality	Negligible quality issues with minimal or no impact on the project	Quality issues may diminish overall development quality	Quality issues may diminish overall project quality	Project may be delivered with significant quality issues	Project will be delivered with significant quality issues
Safety	Incident could occur however, no injury or time lost	Compensable injury may occur with lost time impact	Compensable injury will occur with lost time impact	Fatality(ies) or permanent injury may occur with lost time impact	Fatality(ies) or permanent injury will occur with lost time impact
Time	Minimal or no impact on handover date	Delay may impact handover date but manageable	Delay will impact handover date but manageable	Delay will impact handover date and may not be manageable	Delay will impact handover date and is not manageable

Risk Matrix

		Consequence				
		1 - Insignificant	2 - Minor	3 - Moderate	4 - Major	5 - Critical
Likelihood	Almost certain - 5	Medium	Medium	High	High	High
	Likely - 4	Low	Medium	Medium	High	High
	Possible - 3	Low	Medium	Medium	Medium	High
	Unlikely - 2	Low	Low	Medium	Medium	Medium
	Rare - 1	Low	Low	Low	Medium	Medium

Risk Strategy / Action / Response

Action/strategy	Action to be taken
Mitigate	Develop actions/options to reduce the likelihood and/or consequence of the risk
Transfer	Outsource the activity causing the risk or insure the risk
Avoid	Remove the activity causing the risk and seek alternative
Tolerate	Take no further action other than to monitor or put plans in place to reduce the consequence in case it occurs