



CDC UNIFIED PROCESS CHECKLIST



RISK MANAGEMENT

Purpose

The purpose of this document is to provide a quick reference checklist/agenda for use by the project manager to ensure that all appropriate activities related to **Risk Management** have been addressed.

Activities Checklist

This section provides a checklist related to the practice of **Risk Management**. The checklist/agenda can be used to assure that the project has completed the activities associated with conducting effective **Risk Management**.

Risk Management Checklist (One Time Activities)	
	Is your approach to defining and managing risk defined?
	Have you identified the individual responsible for maintaining the risk log?
	Is the project team aware of how to submit risks that may potentially impede their progress toward completion of their activities?
	Is the risk log accessible to all project team members?
	Has the risk list (or log) been disseminated, or its location communicated, to the project team and/or stakeholders?
	Is the required data recorded with sufficient information to allow understanding of the risk, mitigation strategies, and contingency plans?
	Have relevant risk factors been identified?
	Have identified risks been prioritized based on their severity and potential project impact?
	For each identified risk, if needed, has a mitigation strategy been identified and documented?
	For each identified risk, if needed, has a contingency plan been outlined and documented?
	Have risk symptoms been identified and documented?
	Have risk triggers been identified and documented?
	Has the project team been trained on risk management?
	Has the project schedule been kept up-to-date to reflect any resource, duration, schedule, etc. impact resulting from the management of risk?

Risk Management Checklist (Ongoing/Iterative Activities)

- Review the Risk Management Log routinely, as a part of your project status meetings, with the project team and project sponsors, on a weekly basis or more frequently if needed.
- Review and update the risk list regularly.
- Record the required data with sufficient information to allow understanding of the risk, mitigation strategies, and contingency plans.
- Keep the Risk Management Log up-to-date.
- Update the project schedule to reflect any resource, duration, schedule, etc. impact resulting from the management of risk.
- Reprioritize identified risks.
- Implement contingency plan(s) for any risk exceeding the defined trigger.
- Communicate updated risk status.