IT Project Risk Management Plan Worksheet

Examination of project tasks to help identify risks:

Project Title:	**Project Number:**
Project Leader/Manager:	**Anticipated Project Start Date:**
Sponsor:	**Date Prepared:**

All projects are comprised of tasks. Tasks may involve either hazards if not sufficiently planned/correctly performed, or opportunities if recognized and planned for early in the project. Issues or hazards that are not adequately controlled are likely to cause increased negative risk; positive risks that are not appropriately realized represent lost opportunities. Answer the following questions about each task to determine if it is adequately controlled. If not, issues identified need to be closely monitored and risk managed. See the "Instructions & Definitions" tab for guidance and examples.

Are the Controls Adequate?	Yes	No
Support – Is type/amount/capability/condition of support adequate to perform the task?		
Personnel		
Supplies		
Equipment/Material		
Services/Facilities		
Funding		
Standards – Is guidance/procedure adequately clear/practical/specific to control hazard or realize opportunity?		
Personally Identifying Information (PII): Is data handled according to the Standard for Storing and Transmitting Personally Identifying Information? (see http://www.it.vt.edu/administration/policies.html)		
Regulatory Compliance: Are project components compliant with Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), Gramm-Leach-Bliley Act (GLBA), Payment Card Industry (PCI), etc? (see http://www.registrar.vt.edu/records/ferpa.php)		
Knowledge/Skills/Abilities – Are personnel involved adequately trained to control the identified hazard or realize the opportunity?		
Leader – Is leadership ready, willing, and able to enforce standards required to control hazard or realize opportunity?		
Other – List and include other hazards or opportunities, important and appropriate to this project.		

If you answered "yes" to all questions for a task, then there are no identifiable risks associated with that individual project task. If one or more answers are "no" continue with the *Project Risk Mgmt. Plan* worksheet where risk controls are planned out for that task.