



Participant - actor

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

Action or decision

Back-up responsibility
to act as alternate R

A
B
C
D
E
F
G
H
J
K
L
M
N
P
R
S
T
V
W
X
Y
Z
A'
B'
C'
D'
E'
F'
G'
H'
Z'

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Roles: *R* designates who is responsible (one R per action); *A* must approve (the fewer A's, the better); *S* is a support resource; *I* must be informed.
Accountability: Show who is accountable by circling **only one** role cell (R, A, S or I) in each action line.





How to use this Risk Management Guide: For each cell on each action from the previous page, indicate the initial risk, the strategy to mitigate it and the contingency plan to deal with residual risk. Example : Negotiate a new contract. Assume the buyer is responsible (R) with the support of the engineer (S), subject to the approval of the client (A1) then the supplier (A2). Initial risks : absence of any of the 4 players; vetos of the client or the supplier. In column 3, determine the strategy to reduce each of these risks and, in the last column, draft the contingency plan that may be required if the strategy does not work.

Action	Initial risk (hazard, probability) <i>delay, refusal, absence of R, A, S, I</i>	Strategy <i>to reduce initial risk to a manageable level</i>	Residual risk and contingency plan
A			
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Who should be informed about the above risk management plan? _____

Information system to monitor above risks & update current plan : _____

