

Project Risk Assessment Form Sample

For Nonprofit Organizations

This **project risk assessment form sample** is designed specifically for nonprofit organizations to identify, evaluate, and mitigate potential risks associated with their projects. It helps ensure proactive management by addressing financial, operational, and compliance risks. Using this form enhances organizational resilience and project success.

Project Details

Project Name	
Project Manager	
Assessment Date	
Assessment Team	

Risk Assessment Matrix

Risk Category	Risk Description	Likelihood (Low/Med/High)	Impact (Low/Med/High)	Mitigation Strategy	Responsible Party	Status
Financial	Loss of funding or budget shortfalls			Identify alternative funding sources; create contingency plans		
Operational	Staff or volunteer shortages			Cross-train team members; recruit backup volunteers		
Compliance	Failure to meet grant requirements			Conduct regular compliance reviews; provide staff training		
Reputational	Negative media coverage			Develop communication protocols; monitor media activity		
Technology	Data breach or IT failure			Implement security measures; backup data regularly		

Follow-Up Actions

Action Required	Deadline	Assigned To	Status

Approval

Name	Signature	Date