Sample Completed Project Risk Assessment Form

This **project risk assessment form** provides a comprehensive template to identify, evaluate, and mitigate potential risks in a completed project. It ensures all risk factors are documented and addressed systematically for improved project outcomes. Utilizing this form helps enhance project safety and decision-making processes.

Project Details

Project Name	Online Retail Platform Upgrade	**Project Manager**	Jane Doe
Assessment Date	2024-05-20	**Assessment By**	John Smith
Project Completion Date	2024-04-30	**Department**	IT Development

Identified Risks

#	Risk Description	Likelihood (Low/Med/High)	Impact (Low/Med/High)	Mitigation Measures	Status
1	Data migration could result in data loss or corruption.	Medium	High	Implemented thorough pre-migration testing and backup strategies.	Mitigated
2	System downtime might affect customer access during upgrade.	High	High	Upgrade scheduled out of business hours; real-time monitoring employed.	Mitigated
3	User training may be insufficient, causing operational delays.	Medium	Medium	Developed comprehensive training sessions and user guides.	Mitigated
4	Third-party integration failures.	Low	High	Tested integrations in staging environment prior to deployment.	Mitigated

Approval

Assessed By	Date	Signature	Approved By	Date	Signature
John Smith	2024-05-20	_____	Jane Doe	2024-05-20	_____