

ATTACHMENT 2: Risk Management Worksheet Template

Step 1: Describe your NPO and what it does.

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Step 2: List potential risks faced by your NPO.

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Step 3: Group these risks according to their *likelihood of occurring* and the *damage they could cause*

<p>Group A</p> <p>Low Risk incident will occur</p> <p>Low Damage if incident does occur</p>	<p>Group B</p> <p>High Risk incident will occur</p> <p>Low Damage if incident does occur</p>
<p>Group C</p> <p>Low Risk incident will occur</p> <p>High Damage if incident does occur</p>	<p>Group D</p> <p>High Risk incident will occur</p> <p>High Damage if incident does occur</p>

Step 4: Determine what risks your NPO will address (List as many risks as appropriate)

Risk #1:

Description of risk	Damage it could do

Risk #2:

Description of risk	Damage it could do

Risk #3:

Description of risk	Damage it could do

Risk #4:

Description of risk	Damage it could do

Step 5: Develop an action plan for addressing these risks

Risk Description	Actions to be taken to help prevent this risk	Person responsible for implementation	Due date