Risk Identification Form Template

(Insert project name)

This form is used to communicate a newly identified risk to the Project Manager.

Risk Number: _____

A unique identifier is assigned by the Project Manager as the “risk number”.

1. DESCRIPTION OF RISK IDENTIFIED

This section provides a description of what may happen that could be of detriment to the project.

2. DESCRIPTION OF THE IMPACT ON PROJECT

This section explains the impact that the risk could have on the project.

3. IDENTIFIED BY

Name:

Title:

Phone:

Email:

This section provides Risk Identifier contact information in case the Project Manager requires more information.

4. DATE OF IDENTIFICATION

Insert the date the Project Manager received the Risk Identification Form.