## 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***

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| --- | --- |
| **Group A**Low Risk incident will occurLow Damage if incident does occur | **Group B**High Risk incident will occurLow Damage if incident does occur |
| **Group C**Low Risk incident will occurHigh Damage if incident does occur | **Group D**High Risk incident will occurHigh Damage if incident does occur |

**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** |
| --- | --- | --- | --- |
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