DEPARTMENT OF HEALTH AND HUMAN SERVICES
ENTERPRISE PERFORMANCE LIFE CYCLE FRAMEWORK

<OPDIV Logo>

CHECKLIST
RISK MANAGEMENT

Issue Date: <mm/dd/yyyy>
Revision Date: <mm/dd/yyyy>

Document Purpose

This checklist is a brief document listing the items to be noted, checked, remembered, and delivered when completing the accompanying template and/or project management practice.

Activities Checklist

Risk Management Checklist (One Time Activities)

	Is your approach to defining and managing risk defined?
	Have you identified the individual responsible for maintaining the Risk Management Log?
	Is the project team aware of how to submit risks that may potentially impede their progress toward completion of their activities?
	Is the Risk Management Log accessible to all project team members?
	Has the Risk Management Log been disseminated, or its location communicated, to the project team and/or stakeholders?
	Is the required data recorded with sufficient information to allow understanding of the risk, the impact and probability of the risk, mitigation strategies, and contingency plans?
	Have relevant risk triggers or events been identified and documented?
	Have identified risks been prioritized based on their severity and potential project impact?
	For each identified risk, if needed, has a mitigation strategy been identified and documented?
	For each identified risk, if needed, has a contingency plan been outlined and documented?
	Have risk symptoms been identified and documented (refer to Practices Guides for definitions)?
	Has the project team been trained on risk management?
	Has the methodology in NIST SP 800-30 been followed to identify, categorize, manage, and document risks related to IT systems or applications?
	Has the project team worked with the appropriate Information Systems Security Officer (ISSO) and system or application stewards to identify, categorize, manage, and document risks related to IT systems or applications per the methodology in NIST SP 800-30, Risk Management Guide for Information Technology Systems?

Risk Management Checklist (Ongoing/Iterative Activities)

	Review the Risk Management Log routinely, as a part of your project status meetings, with the project team and project sponsors, on a weekly basis or more frequently if needed.
	Review and update the risk list regularly.
	Record the required data with sufficient information to allow understanding of the risk, mitigation strategies, and contingency plans.
	Keep the Risk Management Log up-to-date.
	Update the project schedule to reflect any resource, duration, schedule, etc. impact resulting from the management of risk.
	Reprioritize identified risks, as necessary.
	Implement risk plan(s) for any risk exceeding the defined trigger.
	Communicate updated risk status.
	Review and update IT system or application risks regularly, in coordination with the appropriate Information Systems Security Officer (ISSO) and system or application stewards.