

Project Risk Assessment Survey Template

All questions are optional. Follow each question's directions.
Write your answers to the open questions in the space provided.

Think about the named project's next milestone. Describe one possible problem that has not yet occurred. All questions are optional. Share work-related observations without confidential customer or personal details. Report urgent incidents through the project's established escalation route.

1. What could happen that would prevent the next milestone from going as planned?

2. What condition or dependency could cause that problem?

3. Which project objective would be most directly affected?

- ☐ Delivery date
- ☐ Agreed scope
- ☐ Work quality
- ☐ Budget or resource availability
- ☐ Partner handoff
- ☐ Another objective
- ☐ Not sure

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4. What is the main basis for this concern?

- ☐ A current observation
- ☐ Experience from a similar project
- ☐ Information from a dependency owner
- ☐ An assumption that needs checking
- ☐ Another basis
- ☐ Not sure

5. What early sign should the team watch for?

6. How clear is the current response plan for this risk?

- ☐ A response and owner are agreed
- ☐ A response is discussed but no owner is agreed
- ☐ An owner is identified but the response needs work
- ☐ No response is known to me
- ☐ I do not know

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7. What should the team check or arrange next?
