RISK BREAKDOWN STRUCTURE (RBS) TEMPLATE

This template enables you to create a hierarchical list of all the risks that affect your project. The purpose of the Risk Breakdown Structure (RBS) is to make sure that all project risks are decomposed into manageable chunks. Each risk is broken down into chunks that a practical to action and allow an appropriate mitigation strategy to be adopted.

It allows you to assign a unique ID to each risk and its associated category as well as indicate the type of strategy that will be adopted to mitigate its impact on the project. This document will be used in conjunction with other key project documents throughout the lifespan of the project such as risk register, assumptions log, issue log, risk analysis, change request register, risk log and its own management plan.

For many projects there are two main categories, external and internal or project related risks that can then be broken down into greater detail as it relates to the purpose of the project. In some instances it is more appropriate to use four categories for example project management, technical, organizational and external.

There are various ways the RBS can be represented for example as a table, flow or hierarchical chart (as shown in appendix A)

NOTE: This process follows a similar one to that of the Work Breakdown Structure (WBS).

Project Working Title:	Project Description:		Version:
Project Sponsor: **Tel:** **Email:**	**Project Manager:** **Tel:** **Email:**		**Date:**

RISK BREAKDOWN STRUCTURE (RBS) APPROVAL			
Printed Name & Job Title	Project Role	Signature	Date Approved

CIRCULATED TO:

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Negative Risk Breakdown Structure (RBS)			Mitigation Options			
ID	Category	Description	Risk Avoidance	Risk Sharing	Risk Reduction	Risk Transfer

	POSITIVE RISK /(OPPORTUNITY) BREAKDOWN STRUCTURE (RBS)			MITIGATION OPTIONS			
ID	Category	Description	Accept Risk	Exploit Risk	Share Risk	Enhance Risk

APPENDIX A – RBS HIERARCHICAL CHART

Project	Category	1st Level	2nd Level	3rd Level	4th Level
		ID 1.1.1			
	ID 1.1	ID 1.1.2	ID 1.1.2.1	ID 1.1.2.2.1	
			ID 1.1.2.2	ID 1.1.2.2.2	ID 1.1.2.2.2.1
ID 1				ID 1.1.2.2.3	
			ID 1.2.1.1		
	ID 1.2	ID 1.2.1	ID 1.2.1.2	ID 1.2.1.2.1	ID 1.2.1.2.1.1
	ID 1.3	ID 1.3.1	ID 1.3.1.1	ID 1.3.1.1.1	
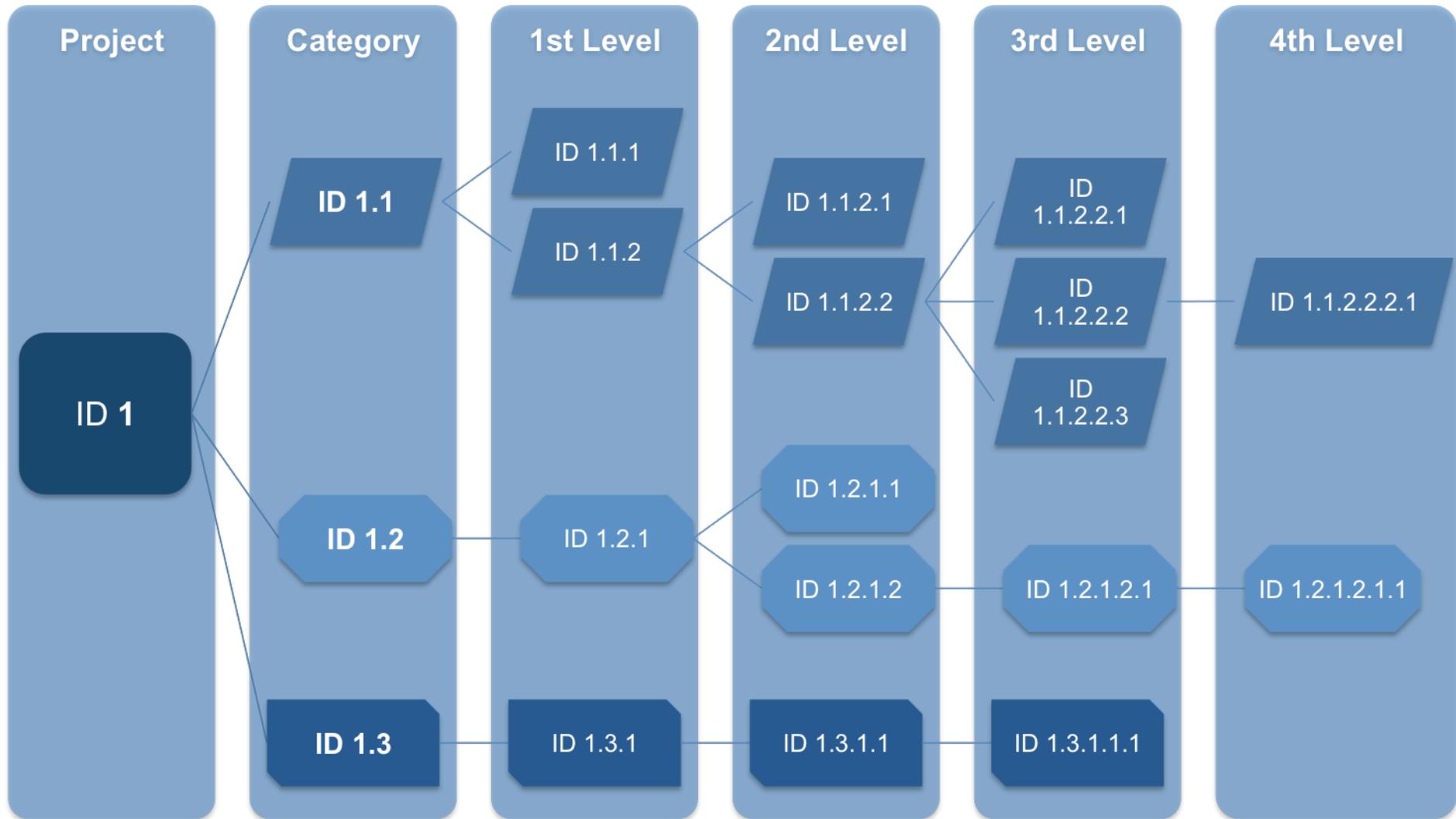
APPENDIX B – VERSION HISTORY					
This appendix records the version history of this plan. For each new and approved version the reasoning behind its creation are described below					
Version Number	Name of Implementation Author	Date Revised	Approved by	Date Approved	Reasoning behind new version
1.0					

APPENDIX C – GLOSSARY OF PROJECT TERMS	
Each project uses standard acronyms and develops their own for the ease of communication. It is important to record them in this plan to ensure clarity of description and terminology is consistent in every communication.	
Acronym / Term	Standard or Project Definition
PMO	Project Management Office

APPENDIX D – DOCUMENTATION REFERENCES		
Any professionally managed project has extensive documentation the purpose of this appendix is to record which documents (plus the version used, if applicable) have been used in the production of and conjunction with of the communications management plan.		
ISBN / Reference / Version	Document	Author
	Risk Management Plan	
	Assumption Log	
	Risk Analysis	
	Risk Log	
	Impact Analysis	