# Risk Management Post Project Review Checklist

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| Risk Management Completion Checklist | |
| Project Name |  |
| Prepared By |  |
| Date |  |

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| ID | Yes/No | Items to be considered |
| 1 |  | Was it identified in the Project Plan when the effectiveness of a risk management process would be evaluated? (phase completion, periodically, project completed or terminated) |
| 2 |  | Were review session(s) organized with appropriate people invited to attend? |
| 3 |  | Were the results of the risk management activities reviewed? The results should have included at least the following:   * Risks that were detected initially and successfully handled * Risks that were detected during the project, but not identified at the start * Problems that arose during the project, but were not detected as risks at any point * Cost and effort of the risk management activities * Cost and effort of risk mitigation activities * Cost and effort of contingency plans that were implemented |
| 4 |  | Did the review session identify any implementation problems from the participants? |
| 5 |  | Were any lessons for future risk management processes identified? Items of interest should have included:   * Mitigation activities that were effective * Contingency actions that were successful * Changes to the ineffective mitigation activities |
| 6 |  | Were changes identified to risk factors for use in the future? Items of interest should have included:   * New factors to include in the appropriate risk factor table * Factors that can be removed from the table * Changes in the cues provided in the chart for high, medium, and low risks |
| 7 |  | Were the results of the analysis incorporated into risk factor tables and the risk management process? |
| 8 |  | Were the results of the analysis disseminated to other projects that were using the risk management process at that time? |
| 9 |  | Other? |