Example Risk Management Plan

Has your leadership team properly considered the risks your organisation faces?

The first step is to consider the possible risks and identify them.

Creating a risk management plan is an approach that:

- recognises risk
- considers the likely probability of the risk occurring
- identifies the likely impact should the risk occur and
- describes how the risk will be managed.

When identifying the risks your organisation faces it can help to think about these in broad risk categories:

- **Strategic** (risks that influence the organisation's strategic aims)
- **Operational** (day-to-day risks)
- **Project** (project management-related risks)

Prompts are also useful when you are developing your risk plan:

- Failure to...
- Non-compliance with...
- Conflict between...
- Reliance on...
- Increase in...
- Loss of...
- Lack of...
- Inability to...
- Disruption to...
- Delay in...
- Concentration of...
- Reduction of...
- Inappropriate...
- Inadequate...

A simple Risk Management Plan example is attached (an editable version can be downloaded from [CommunityNet Aotearoa](https://community.net.nz/resources/community-resource-kit/2-7-planning/)). The plan contains example risks - you can adapt or replace these to suit your organisation.

Once you have your plan in place regular review, at least annually, is important to keep the plan current.

See CommunityNet for other risk management resources:

[https://community.net.nz/resources/community-resource-kit/2-7-planning/](https://community.net.nz/resources/community-resource-kit/2-7-planning/)

[https://community.net.nz/resources/nzntrust/volunteer-management-toolkit-3/](https://community.net.nz/resources/nzntrust/volunteer-management-toolkit-3/)
## Your Organisation - Risk Management Plan

<table>
<thead>
<tr>
<th>Identified Risk</th>
<th>Probability (low, medium, high)</th>
<th>Impact (low, medium, high)</th>
<th>How will we manage this risk?</th>
</tr>
</thead>
</table>
| Loss of significant funder                                                      | Medium                           | High                        | • varied funding portfolio  
• focus on delivering contractual outputs  
• robust assessment of need/opportunities  
• regular engagement with funders to maintain strong relationships  
• reserves in place to provide buffer  
• annual budget                                                                      |
| Loss of significant contractor/s                                                | Low                              | High                        | • succession strategy  
• good documentation to support administration and financial processes  
• values-based approach to engaging with contractors |
| Loss of trustees                                                               | Low                              | Medium                      | • skills based Trustee recruitment strategy and trustee succession process  
• clear recruitment process in *Trust deed* |
| Public commentary creates negative backlash                                    | Low                              | Medium                      | • clear mission and purpose behind *the Trust*  
• robust processes for framing commentaries  
• challenge and critical commentary is part of *the Trust*’s mission  
• media policy in place  
• ensure community support for work *the Trust* is undertaking |
| Significant loss of IT access undermines continuity of organisation             | Low                              | High                        | • cloud based file and email storage  
• security/access processes in place to limit security risks  
• contractual arrangements and SLAs with technical specialists to support our website, including regular backups processes, virtual machine management, patches and upgrades |
| Cyber security risks                                                           | Medium                           | High                        | • ensure our website has current privacy and usage policies in place  
• ensure any personal details we store are stored securely and databases are separated from applications to control access  
• ensure all websites have SSL certificates in place |