

Project risk review checklist

Prepare for a project risk meeting and leave with clear ownership and actions. Adapt the checks to your organisation and review both threats and opportunities.

Project and review date

Meeting owner and participants

Review checks

Write C for complete W for work needed N for not applicable

Status	Check
	Current risk register available
	Changes since the last review identified
	Risk descriptions and assumptions clear
	Likelihood and impact reviewed using the agreed approach
	Responses and action owners recorded
	Due dates and overdue actions reviewed
	Dependencies and emerging risks discussed
	Opportunities considered
	Escalations and decisions identified
	Meeting actions and next review confirmed

Actions and follow up

Use the space below to record what remains unresolved who will act and when the item will be reviewed. Add rows or extend the response space in the Word version as needed.

Risk or opportunity requiring attention

Decision or escalation and responsible person

Actions owners due dates and next review

Personal and internal organisational adaptation permitted with RDE author credit retained. Keep confidential information out of shared copies. This resource does not provide certification or guarantee employment or compliance outcomes.