

## Maximize Project Success by Minimizing Risk – ILTA PM Peer Track

Risk Tracking Spreadsheet example

Risk	Impact Scale 1-10 10 being highest	Probability Scale 1-10 10 being highest	Action Accept Avoid Mitigate Transfer	Mitigation / Contingency	Trigger	Owner
Key clients bring additional people beyond RSVP number	9	9	Mitigate	1) Reserve room with extra space, prepare caterer for extra meal requests  2) Confirm all RSVPs day of event	When guests arrive	Project Manager