

MERGERS AND ACQUISITIONS PROJECT RISK MANAGEMENT PLAN

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M&A INFORMATION

M&A NAME	
M&A OVERVIEW	

M&A SPONSOR NAME	PHONE	EMAIL

M&A MANAGER NAME	PHONE	EMAIL

PLAN VERSION

VERSION	DATE	AUTHOR
REASON		

SECTIONS IMPACTED

SECTION TITLE	AMENDMENT

DISTRIBUTION

DELIVERY METHOD	ISSUE DATE	ISSUED TO

EXECUTIVE SUMMARY

RISK ANALYSIS AND EVALUATION PROCESS

DEVELOPMENT OF RISK PREVENTION MITIGATION STRATEGIES PROCESS

REVIEW SCHEDULE, PROCESS, AND PARTIES RESPONSIBLE

RISK MANAGEMENT ROLES AND RESPONSIBILITIES

NAME	ROLE	RESPONSIBILITIES

RISK REPORTING PROCESS

RISK MITIGATION

Complete the following for each IDENTIFIED RISK graded A, B, or C. See RISK MITIGATION CHART below.

RISK MITIGATION BASED UPON GRADE	
GRADE	POSSIBLE ACTION
A	As a priority, mitigation actions reducing both likelihood and seriousness are to be identified and implemented at the start of project.
B	Mitigation actions reducing both likelihood and seriousness are to be identified and implemented throughout course of project.
C	Mitigation actions reducing both likelihood and seriousness are to be identified and costed for possible action should funds permit execution.
D	Risk to be noted with action only required should grading increase over time.
N	Risk to be noted with action only required should grading increase over time.

RISK GRADE	IDENTIFIED RISK
MITIGATION ACTION: PREVENTATIVE or CONTINGENCY?	
BUDGETARY IMPLICATIONS	
PROPOSED MITIGATION ACTION	
STAKEHOLDERS RESPONSIBLE	
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BUDGETARY IMPLICATIONS		
PROPOSED MITIGATION ACTION		
STAKEHOLDERS RESPONSIBLE		

RISK MONITORING

REVIEW OF RISKS AND ISSUES *check for issues that may have escalated*

REVIEW FREQUENCY
PARTIES RESPONSIBLE FOR REVIEWING

MONITORING

MONITORING FREQUENCY
PARTIES RESPONSIBLE FOR MONITORING

REPORTING

REPORTING FREQUENCY
PARTIES RESPONSIBLE FOR REPORTING

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