



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

A simple Risk Management Plan example is attached (an editable version can be downloaded from [CommunityNet Aotearoa](#)). 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/nzntrust/volunteer-management-toolkit-3/>

Your Organisation - Risk Management Plan

Identified Risk	Probability (low, medium, high)	Impact (low, medium, high)	How will we manage this risk?
Loss of significant funder	Medium	High	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • succession strategy • good documentation to support administration and financial processes • values-based approach to engaging with contractors
Loss of trustees	Low	Medium	<ul style="list-style-type: none"> • skills based Trustee recruitment strategy and trustee succession process • clear recruitment process in Trust deed
Public commentary creates negative backlash	Low	Medium	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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