

Sample Risk Management Matrix – [insert date]

Risk	Likelihood	Consequence	Management Strategy	Ownership	Implementation Date
1. CEO departure	Possible	Major	1.1 Updated draft Position Description 1.2 Diarising future meetings/events 1.3 Updated Strategic Plan 1.4 Second person on major donor relationships 1.5 Staff member appointed to "own " each program		
2. Injury/illness for staff/consultant/guest while overseas or on our property	Possible	Moderate	2.1 Take out appropriate insurances (consult broker) 2.2 Develop Release/Waiver form ?		
3. Solvency issues					
4. Reputational risk for Program					
5. Reputational risk for [name of organisation, name of parent organisation (if applicable)]					
6. Mission irrelevance					
7. Employment			7.1 Keep signed Employment Agreements 7.2 Annual Review for each employee		
8. Funds applied to "wrong" project					
9. Legal/tax/ACNC compliance			9.1 Annual discussion between Board and auditor 9.2 CEO to subscribe to auditor's and lawyer's newsletters 9.3 Join CMA to keep up to date with NFP sector developments		

10. Donor engagement					
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