

Time for Action.

This Risk Action Planning worksheet assigns actions and activities by the time commitment required to execute activities. Activities in each category should support and contribute to the actions in the category above it. For example, immediate or short-term activities should build support for activities that will be completed in the mid-term, mid-term activities should lead to the ultimate goals of long-term activities.

This exercise helps a team prioritize and organize Risk Action Plan activities.

Describe the risk event you want to focus on.

Be specific!! Risk = future action, event, or decision with the potential to significantly impact a key objective or the mission at your organization.

Example: ABC Nonprofit's primary funding source indicates that it can no longer support the organization.

Long-Term Actions (1 year +)

List 2-3 actions or activities that will require a long-term commitment to address the risk above.

Example: Develop a plan to diversify ABC's funding sources with the goal of securing at least three funders that represent no more than 10-25% of total revenue.

Check-in Dates:

Mid-Term Actions (Quarterly)

List the top 2-3 actions that can be completed within a quarter (3 months) that will support your long-term activities/goals.

Example: Reach out to all mid-level funding sources to explore the possibility of receiving higher levels of support and deepening their involvement in ABC Nonprofit.

Check-in Dates:

Time for Action.

Short-Term Actions (4 - 6 weeks)

List 3-5 actions/activities that could be completed in 1-2 months. Activities should support mid-term goals and address the risk above.

Example: Reach out to the primary funding source to request the possibility of a slower scale back of support, perhaps over 6-9 months.

Check-in Dates:

IMMEDIATE Actions

What actions can you IMMEDIATELY take to address this risk event and advance your team's preparedness to execute short-term activities?

Example: Review records on prior contact/outreach/communication with our primary donor and brainstorm how to approach the conversation about revisiting the decision to end funding.

Determine who will be involved, draft talking points, prepare a document that can be shared with the donor, and rehearse the conversation with a small team.

Next Check-in Date:

Action Planning.

This worksheet is designed to summarize and consolidate risk mitigation strategy planning after conducting a 'risk unpacking' workshop or exercise.

Describe the **risk** (future action, event or decision).

What **specific actions** do we propose?

To move on these actions, what **key decisions** must be made?
When? By **whom?**

Key Decision	Who	Deadline

Action Planning.

What is the **cost** of the actions we propose?

Whose **perspective** (e.g., IT, human resources, operations) is missing from the proposed approach, decision, or action outline?
How do we propose gaining that perspective?

What **additional information** do we need to move forward with the actions we propose?

Broaden Your Perspective.

One of the risks associated with risk assessment and risk mitigation is that the team responsible for either identifying or developing treatment strategies may not see the nuances, layers, or implications of the risk events or proposed responses to those events (proactive or reactive strategies).

This exercise helps a team broaden its view to spot and incorporate missing or obscured elements.

Step 1. Identify the Risk you want to focus on.

Risk = future action, event, or decision with the potential to significantly impact a key objective or the mission at your organization.

Step 2. Imagine.

Imagine how an individual or organization you admire would address this risk. What mitigating actions would they take now? What actions would they take were the risk to materialize?

NOW (preventative actions)

THEN (reactive steps)

Step 3. Which actions above are reasonable & practical?

Cross out any actions in the previous step that do not seem feasible or appropriate for any reason. Circle the remaining actions.

Broaden Your Perspective.

Step 4. Opposition & Resistance.

Who might strongly oppose any of the remaining actions? Why?

Are there unintended negative consequences of these actions?

Step 5. Build Support.

What steps or strategies must be considered to satisfy or persuade the nay-sayers? What changes in the proposed action would make a strategy feasible, practical, or more likely to garner support? Do those changes potentially dilute the value of the strategy?

Step 6. Next Steps.

What specific next steps do we propose to advance the actions we have highlighted as reasonable and practical for our organization? Are there “must do” steps as well as “nice to do” steps?

MUST DO Steps

NICE TO DO Steps