



Risk Assessment Action Plan Worksheet

Step 1: Review Your Assessment Results with a Risk Review Team

Use the space below to list the colleagues you plan to invite to review your completed Risk Assessment.

Name	Role

Step 2: Define your goals

List what you hope or expect to achieve through the implementation of a Risk Assessment Action Plan.

Step 3: Prioritize!

- Key topics/module areas:
- Points of view:
- “Low-hanging fruit”:
- Possible stretch goals:

Contact the Nonprofit Risk Management Center team if you need assistance using the online CAP Risk Assessment tool or taking action after you have completed an assessment! Call 703.777.3504 or email info@nonprofitrisk.org

Step 4: Create Your Action Plan

Key considerations:

- Format
- What’s reasonable
- Interim steps
- Dual purpose strategies
- Unintended consequences
- Dimensions

Possible structure for a Risk Action Plan

Recommendation (from the Report or Executive Summary)	Specific Action Steps	Key Resources	Date (by X date) or Timeframe (short-, mid-, or long-term)	Status

Step 5: Share Risk Results with your Board

Risk reporting “musts”: inspire confidence, spark engagement, sync with governing model, and inform decisions

Examples:

- Risk Event Card: linking risks to strategies
- Maturity Model Reporting
- Risk Management Accountability

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