

# Project Contingency Plan Template

## Project Details

Project Name: \_\_\_\_\_

Project Manager: \_\_\_\_\_

Date: \_\_\_\_\_

## Plan Purpose

\_\_\_\_\_

## Key Contacts

Name	Role	Phone	Email

## Identified Risks

ID	Description	Probability	Impact	Owner

## Contingency Strategies

Risk ID	Trigger/Event	Contingency Action	Responsible Person	Resources Needed	Status

## Plan Review & Update

Last Review Date: \_\_\_\_\_

Next Scheduled Review: \_\_\_\_\_

\_\_\_\_\_

## Approval

**Prepared by:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_

**Date:** \_\_\_\_\_