

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: _____