

Risk Assessment Checklist

Consulting Kick-off

Project Information

Project Name:	
Client:	
Date:	
Lead Consultant:	

Checklist

Risk Item	Assessed?	Comments / Mitigation
Clear project scope and objectives	<input type="checkbox"/>	
Stakeholder identification and engagement	<input type="checkbox"/>	
Roles and responsibilities defined	<input type="checkbox"/>	
Timeline and milestones agreed	<input type="checkbox"/>	
Resource requirements identified	<input type="checkbox"/>	
Budget and funding confirmed	<input type="checkbox"/>	
Potential conflicts of interest identified	<input type="checkbox"/>	
Communication plan established	<input type="checkbox"/>	
Legal and compliance risks considered	<input type="checkbox"/>	

Data and IP management discussed



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Additional Notes

Add any further notes, risks, or mitigation strategies here.

Sign-off

Consultant Signature:

Date:

Client Signature:

Date: