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Verify that this is the correct version before use.

| **AUTHORITY** | | **DATE** |
| --- | --- | --- |
| Jeffrey Northey (original signature on file) | IMS Manager | 10/16/2017 |
| Scott Benton (original signature on file) | Document Owner | 10/13/2017 |
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| **REFERENCES** | |
| --- | --- |
| Document ID/Link | Title |
| IVV QM | NASA IV&V Quality Manual |
| IVV 22 | Risk Management |
| S3001 | Guidelines for Risk Management |
|  |  |

**If any process in this document conflicts with any document in the NASA Online Directives Information System (NODIS), this document shall be superseded by the NODIS document.**

**Any external reference shall be monitored by the Process Owner for current versioning.**

| **VERSION HISTORY** | | | | |
| --- | --- | --- | --- | --- |
| Version | Description of Change | Rationale for Change | Author | Effective Date |
| Basic | Initial Release |  | Kurt Kehl | 01/24/2008 |
| A | Update |  | Kurt Kehl | 04/01/2008 |
| B | Update Planning (Waterfall) Chart; update overall Risk Summary with guidance |  | Kurt Kehl | 02/10/2009 |
| C | Updated Overall Risk Summary Chart text for clarity |  | Kurt Kehl | 03/25/2009 |
| D | Added instructions on how to open template slides; consolidated first three slides into one template |  | Sara Cain | 04/22/2010 |
| E | Updated to reflect organizational changes |  | Eric Putze | 09/28/2010 |
| F | Updated to reflect changes to other documents and streamline the process |  | Kenneth Costello | 09/27/2012 |
| G | Updated Purpose and Scope to reflect that this template is to be used for documenting sensitive risks requiring restricted access. | Recommended as a result of an internal audit. | Scott Kinney | 12/17/2014 |
| H | Remove “classified” risks. Add how to handle CNSI risks by referencing new CNSI documents. | Classified risks are removed to avoid confusion with CNSI risks. New documents have been created about CNSI. | Scott Benton | 10/16/2017 |
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**Purpose and Scope of the Risk Review Template**

The purpose of this document is to provide a template or alternative method for documenting sensitive risks that require restricted access outside of IV&V’s central repository for the RiskManager Tool (RMT). Note that the RMT will be used for tracking sensitive risks (Risk Number, Title, Score, etc.) consisting of limited information. Classified/CNSI risks are to be handled according to IVV 22-1: *CNSI Risk Management* and [*S3007: IV&V Guidelines for Handling CNSI*](https://confluence.ivv.nasa.gov:8445/pages/viewpage.action?pageId=62718615).

Two templates are included in this document. The first template contains a general Risk Review slide and a Risk Mitigation Planning slide for documenting risks and mitigation plan activities. The second template contains a Risk Summary slide for documenting an overview of risks associated with a NASA IV&V project.

**To open a template for modification, right-click on the slide, select “Presentation Object”, and then select “Open” from the submenu. Once the presentation has opened in PowerPoint, the file can be saved locally and edited as needed.**

**Risk Review Template Conventions**

Three different “styles” of text are used in this template:

1. [Text included in square brackets]

This text represents specific information to be provided. Examples are [risk number], [action number], or [mm/dd/yyyy].

1. *{Italic text in braces}*

This text is guiding or explanatory in nature. It will include tailoring guidance and descriptions of the kinds of information to be included in each section. Therefore, it should not be included in the completed risk review charts.

1. Normal Text

This is standard text that should be copied verbatim into the risk review charts. It is all text that does not fit into Categories 1 or 2.

These conventions are implemented on the following templates.

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*Risk Review Template (2 slides) begins on the following page.}*



*{Page intentionally left blank.*

*Risk Summary Template (1 slide) begins on the following page.}*

