

_____ **Project Planning**

Dates:

Times:

Location:

Description	
Goals and Purpose	
Key Partners and Roles	
Other Important Documents	

Risk Management: Identifying and Controlling Risk	
Risk management definition: a system to forecast risks in advance and take proactive steps to deal with identified risks.	
Potential Risk	Controlling Risk

Timeline

Tasks (Review and discuss yearly as changes may need to made)	Due Date	Staff Responsible
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Blue = Before the Event, Green = During the Event, Red = After the Event