

Time allowance (hours)	Content
½	1. Introductions
¼	2. Background to the project
½ - 1	3. Clarification of project objectives: scope, time, cost, quality, other objectives?
¼	4. Scope and objectives of the risk management process
¼	5. Application of the ATOM risk management process
¼	6. Tools and techniques to be used
½	7. Roles and responsibilities for risk management
¼	8. Reporting and review requirements
¼	9. Definitions of scales for probability and impacts (P-I Scales)
¼	10. Risk Thresholds
¼	11. Potential sources of risk to this project
¼	12. Next steps

Typical agenda for an Initiation meeting

