

# It Risk Assessment Questionnaire Template

## Planning:

List the tasks that are required to complete the assessment.

#	Task	Assignment
1	Develop the work plan and assign responsibilities for completing tasks.	
2	Introduce team to Risk Assessment concepts, processes, and tools.	
3	Review inventory of assets and resources to verify completeness. (This is trivial when the department's Description & Inventory document is current.)	
4	Use existing information to prepare the department's <b>Security Profile</b> .	
5	Identify threats to assets and resources.	
6	Document vulnerabilities to those threats.	
7	Document existing safeguards against threat/vulnerability combinations.	
8	Prepare the department's <b>Risk Profile</b> .	
9	Document the probability of the occurrence of each threat.	
10	Document the impact of a threat occurrence.	
11	Prepare the department's <b>Impact Statement</b> .	
12	Define the level at which the impacts of risks become unacceptable.	
13	Identify additional safeguards to be considered for safeguarding against risks that have unacceptable impact levels.	

IT risk assessment questionnaire template is an essential tool for organizations aiming to identify, evaluate, and mitigate potential risks associated with their information technology systems. In today's digitally-driven environment, where organizations increasingly rely on technology to operate, understand their vulnerabilities, and address them proactively is crucial. A well-structured questionnaire not only helps in identifying risks but also assists in compliance with regulatory standards and enhances overall IT governance.

## Understanding IT Risk Assessment

IT risk assessment is a systematic process that organizations use to identify, evaluate, and prioritize risks to their information technology assets. This process is vital for ensuring the security, availability, integrity, and confidentiality of information systems.

## The Importance of IT Risk Assessment

The significance of IT risk assessment can be encapsulated in several key points:

1. Identification of Vulnerabilities: Helps organizations identify weaknesses in their IT infrastructure that could be exploited by threats.
2. Mitigation Strategies: Assists in developing strategies to mitigate identified risks, thereby enhancing security measures.
3. Regulatory Compliance: Aids in meeting legal and regulatory requirements related to data protection and IT governance.
4. Resource Allocation: Provides insights that help in prioritizing IT investments and resource allocation based on risk levels.
5. Business Continuity: Ensures that organizations can continue their operations even in the face of IT failures or breaches.

## **Components of an IT Risk Assessment Questionnaire Template**

An effective IT risk assessment questionnaire template should encompass various components designed to evaluate different aspects of IT security and governance. Below are some of the essential sections to include in the template:

### **1. Organizational Information**

- Company Name:
- Department:
- Date of Assessment:
- Assessor's Name:

This section provides a framework for understanding the context of the assessment and its relevance to the specific organizational setup.

### **2. IT Asset Inventory**

- List of IT Assets:
  - Hardware (servers, workstations, network devices)
  - Software applications (operating systems, business applications)
  - Data (databases, sensitive information)
- Value of Assets: Assign a value to each asset based on its importance to the organization.

This section helps in identifying which assets need more protection based on their criticality to business operations.

### **3. Threat Identification**

- Common Threats:

- Cyber attacks (malware, phishing)
- Natural disasters (flood, fire)
- Insider threats (employee negligence, malicious intent)
- Technical failures (hardware malfunctions, software bugs)

Identifying potential threats is crucial for understanding the risk landscape and preparing appropriate defenses.

## **4. Risk Assessment Questions**

- Questionnaire Categories:
- Governance and Compliance:
  1. Is there an IT governance framework in place?
  2. Are staff trained on compliance requirements?
  3. Are regular audits conducted?
- Data Protection:
  1. Is sensitive data encrypted in transit and at rest?
  2. Are data access controls implemented?
  3. Is there a data backup strategy?
- Network Security:
  1. Are firewalls and intrusion detection systems in place?
  2. Is network traffic monitored for anomalies?
  3. Are regular penetration tests conducted?
- User Access Management:
  1. Are user accounts regularly reviewed?
  2. Is multi-factor authentication used?
  3. Are there policies for disabling inactive accounts?
- Incident Response:
  1. Is there an incident response plan?
  2. Are staff trained on how to respond to security incidents?
  3. Is there a process for analyzing and learning from incidents?

This section provides a structured approach to evaluating the current state of IT risk management practices.

## **5. Risk Evaluation and Prioritization**

After gathering responses to the risk assessment questions, organizations should evaluate and prioritize the risks identified based on their potential impact and likelihood of occurrence.

- Risk Rating Scale:
- Low: Minimal impact on operations; minor inconvenience.
- Medium: Moderate impact; may require some resources to address.
- High: Significant impact; immediate action required.

Using this scale, organizations can categorize risks and allocate resources accordingly.

## **6. Action Plan Development**

Based on the prioritized risks, organizations should develop an action plan that outlines:

- Mitigation Strategies: Steps to reduce the likelihood or impact of each risk.
- Responsible Parties: Individuals or teams responsible for implementing the strategies.
- Timeline: Timeframes for addressing each risk.
- Review Process: Regular intervals for reviewing and updating the action plan.

This section helps ensure that risks are actively managed and mitigated over time.

## **Implementing the IT Risk Assessment Questionnaire**

Once the IT risk assessment questionnaire is developed, the next step involves its implementation within the organization.

### **1. Stakeholder Engagement**

Engaging stakeholders across various departments is critical for the success of the assessment. This includes:

- IT staff
- Compliance officers
- Business unit leaders
- Executive management

### **2. Conducting the Assessment**

- Distribute the questionnaire to relevant stakeholders.
- Schedule interviews or workshops to discuss responses.
- Gather quantitative and qualitative data for a comprehensive analysis.

### **3. Analyzing Results**

- Aggregate responses to identify trends and common risks.
- Use analytical tools to assess the overall risk posture of the organization.

### **4. Reporting Findings**

- Prepare a report summarizing the findings of the risk assessment.

- Highlight critical risks and recommended actions.
- Present the report to management and stakeholders for review and approval.

## **Continuous Improvement and Review**

IT risk assessment is not a one-time event but an ongoing process that requires regular reviews and updates.

### **1. Schedule Regular Assessments**

Organizations should establish a schedule for conducting risk assessments, ideally on an annual or bi-annual basis, or whenever significant changes occur in IT infrastructure.

### **2. Update the Questionnaire**

As technology and business processes evolve, the risk assessment questionnaire should be updated to reflect new risks and compliance requirements.

### **3. Monitor and Measure Risks**

Implement a system for monitoring identified risks and measuring the effectiveness of mitigation strategies over time.

## **Conclusion**

In conclusion, an IT risk assessment questionnaire template is a vital tool for organizations seeking to fortify their cybersecurity posture and manage IT risks effectively. By systematically identifying and evaluating risks, organizations can implement robust strategies to protect their assets, ensure compliance, and sustain business continuity. Regular assessments and updates to the questionnaire will help organizations stay ahead of emerging threats and adapt to the changing technological landscape, ultimately leading to a more secure and resilient IT environment.

## **Frequently Asked Questions**

### **What is an IT risk assessment questionnaire template?**

An IT risk assessment questionnaire template is a structured document used to identify, evaluate, and prioritize potential risks associated with information technology systems and processes within an organization.

## **Why is it important to use a standardized IT risk assessment questionnaire?**

Using a standardized IT risk assessment questionnaire ensures consistency in evaluating risks, facilitates comprehensive coverage of potential threats, and aids in benchmarking against industry standards.

## **What key components should be included in an IT risk assessment questionnaire template?**

Key components should include sections on asset identification, threat analysis, vulnerability assessment, risk evaluation criteria, and mitigation strategies.

## **How often should an IT risk assessment questionnaire be updated?**

An IT risk assessment questionnaire should be updated regularly, ideally annually or whenever significant changes occur in the IT environment, such as new technologies or changes in business processes.

## **Who should be involved in filling out the IT risk assessment questionnaire?**

Key stakeholders such as IT personnel, security teams, compliance officers, and business unit leaders should collaborate to ensure a comprehensive assessment of risks.

## **Can IT risk assessment questionnaires be automated?**

Yes, IT risk assessment questionnaires can be automated using software tools that streamline data collection, analysis, and reporting, making the process more efficient and less prone to human error.

## **What are common challenges faced when using an IT risk assessment questionnaire?**

Common challenges include incomplete responses, lack of stakeholder engagement, difficulty in quantifying risks, and ensuring that the questionnaire remains relevant in a rapidly changing IT landscape.

## **How can an organization ensure the effectiveness of its IT risk assessment questionnaire?**

To ensure effectiveness, organizations should regularly review and update the questionnaire, provide training for stakeholders, and incorporate feedback from previous assessments to improve clarity and relevance.

## **What is the role of an IT risk assessment questionnaire in**

## compliance audits?

An IT risk assessment questionnaire plays a crucial role in compliance audits by providing documented evidence of risk management practices and demonstrating adherence to regulatory requirements and industry standards.

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Jun 24, 2025 · Analyze and evaluate the risk associated with that hazard (risk analysis, and risk evaluation). Determine appropriate ways to eliminate the hazard, or control the risk when the hazard cannot be eliminated (risk control). The OSH Answers document on Risk Assessment has details on how to conduct an assessment and establish priorities.

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Jun 24, 2025 · What is a risk assessment? Risk assessment is a term used to describe the overall process or method where of identifying hazards, assessing the risk of hazards, and prioritizing hazards associated with a specific activity, task, or job.

### *CCOHS: Hazard and Risk - Hierarchy of Controls*

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### **CCOHS: Safeguarding - Working around Machinery**

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