Project Action and Risk Register

Resource ID:

OF-XLS-006 v1.0

Purpose

Track project actions (who does what by when) and project risks (likelihood × impact scoring) in one workbook, with a summa
open/overdue actions and risks by score band.

How to use

1. On Setup, adjust the action statuses, priorities, risk likelihood/impact labels and risk statuses to suit Harbour Trading Ltd. Ev
reads from Setup.
2. On Action Log, add one row per action: description, owner, due date, priority and status. % complete is optional. The Overd
calculates automatically.
3. On Risk Register, add one row per risk: score likelihood 1–5 and impact 1–5 from the dropdowns. Risk score = likelihood ×
of 15 or above are highlighted in red.
4. Grey cells are formulas — do not type into them. The Summary sheet counts open/overdue actions and risks by score band.

About the Overdue flag (TODAY)

The Overdue flag uses the TODAY() function: an action whose due date is before today and whose status is not Done is flagge
The flag recalculates every time the workbook is opened, so it always reflects the system date of whoever opens the file.

Risk score bands

Score = likelihood (1–5) × impact (1–5). Bands used on the Summary sheet: Low 1–6, Medium 8–12, High 15–25. (Scores of 7
17–19 and 21–24 cannot occur.) Bands are illustrative — rename the labels on Setup if you use different thresholds.

Assumptions and limitations

• This is a tracking aid, not a project management system and not evidence of compliance with any standard.
• Likelihood/impact labels and score bands are descriptive only — set your own thresholds; the workbook ships with no benchr

Sample data

All sample entries are synthetic and illustrative only. Rows labelled ILLUSTRATIVE EXAMPLE should be deleted before rea

Action status
Open
In progress
Blocked
Done

Priority
High
Medium
Low

Likelihood value	Likelihood label
1	Rare
2	Unlikely
3	Possible
4	Likely
5	Almost certain

Impact value	Impact label
1	Negligible
2	Minor
3	Moderate
4	Major
5	Severe

Risk status
Open
Mitigating
Closed

All dropdowns in this workbook read from the lists above. Edit the lists here — never type list values directly into data sheets.

Action log

ID	Action description	Owner	Due date	Priority	Status	% complete	Overdue flag
ACT-001	Confirm venue booking for quarterly review (illustrative)	S. Ahmed (illustrative)	20-Oct-2026	High	In progress	50%	OVERDUE

Risk register

ID	Risk description	Likelihood (1–5)	Impact (1–5)	Risk score	Owner	Mitigation / response	Status
RSK-001	Key supplier may miss the delivery deadline (illustrative)	4	5	20	S. Ahmed (illustrative)	Identify a backup supplier and agree a penalty clause (illustrative)	Open

Summary

Measure	Value	
Total actions	1	*Counts the example row too — delete it before real use.*
Open actions (not Done)	1	
Overdue actions	1	*Due date before today and status not Done.*
Completed actions	0	
Risks scored	1	
High risks (score 15–25)	1	
Medium risks (score 8–12)	0	
Low risks (score 1–6)	0	*Bands are illustrative; set your own thresholds on Setup.*
Highest risk score	20	
Highest risk	Key supplier may miss the delivery deadline (illustrative)	*First match if several risks share the top score.*