[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Project Risk Register

The single live record of what could go wrong on a project: each risk scored, owned, answered with a response, and reviewed on a stated date.

Item	Detail
Project	[Project name]
Document	[Title of this document]
Prepared by	[Name and role of the person who prepared this document]
Project manager	[Name and role of the project manager]
Sponsor	[Name and role of the project sponsor]
Date of this document	[Date of this document]
Version	[Version number of this document]
Review frequency	[How often this register is reviewed]
Last review date	[Date this register was last reviewed]
Next review date	[Date this register is next due for review]

1. Summary

Summary measure	Count	Note
Risks recorded	[Number of risks recorded in this register]	[Note on risks recorded]
Open risks	[Number of open risks]	[Note on open risks]
Risks with a high score	[Number of risks with a high score]	[Note on high-scoring risks]
Risks closed since the last review	[Number of risks closed since the last review]	[Note on risks closed]

2. Scoring scales

[Company name]

Score each risk by multiplying likelihood by impact. A score of 1 to 4 is low, 5 to 9 is medium, 10 to 16 is high, and 17 to 25 is severe. Score before the response, then score again after it, so the effect of the response is visible.

Score	Likelihood meaning	Impact meaning
1	Very unlikely	Trivial effect on time, cost, scope or quality
2	Unlikely	Minor effect, absorbed within tolerance
3	Possible	Moderate effect, needs a recovery action
4	Likely	Major effect on dates, cost or a deliverable
5	Very likely	Severe effect, threatening the project outcome

Response strategies: avoid the risk by changing the plan; mitigate it by reducing its likelihood or its impact; transfer it, for instance through insurance or contracting; or accept it consciously, with a contingency ready.

3. Risk register

Risk ID	Risk description (cause and effect)	Category	Likelihood (1-5)	Impact (1-5)	Score	Owner	Response strategy	Response actions	Contingency	Trigger	Status	Date raised	Last reviewed
[Risk ID]	[Description of the risk: cause and effect in one sentence]	[Category of this risk]	[Likelihood score for this risk]	[Impact score for this risk]	[Score for this risk]	[Name and role of the owner of this risk]	[Response strategy for this risk]	[Response actions for this risk]	[Contingency if this risk occurs]	[Trigger that shows this risk is about to occur]	[Status of this risk]	[Date this risk was raised]	[Date this risk was last reviewed]
[Risk ID]	[Description of the risk: cause and effect in one sentence]	[Category of this risk]	[Likelihood score for this risk]	[Impact score for this risk]	[Score for this risk]	[Name and role of the owner of this risk]	[Response strategy for this risk]	[Response actions for this risk]	[Contingency if this risk occurs]	[Trigger that shows this risk is about to occur]	[Status of this risk]	[Date this risk was raised]	[Date this risk was last reviewed]
[Risk ID]	[Description of the risk: cause and effect in one	[Category of this risk]	[Likelihood score for this risk]	[Impact score for this risk]	[Score for this risk]	[Name and role of the owner of this risk]	[Response strategy for this risk]	[Response actions for this risk]	[Contingency if this risk occurs]	[Trigger that shows this risk is about to occur]	[Status of this risk]	[Date this risk was raised]	[Date this risk was last reviewed]

	sentence]												
[Risk ID]	[Description of the risk: cause and effect in one sentence]	[Category of this risk]	[Likelihood score for this risk]	[Impact score for this risk]	[Score for this risk]	[Name and role of the owner of this risk]	[Response strategy for this risk]	[Response actions for this risk]	[Contingency if this risk occurs]	[Trigger that shows this risk is about to occur]	[Status of this risk]	[Date this risk was raised]	[Date this risk was last reviewed]

4. Review log

Each review records what changed, so the register stays a live working record rather than a list written once and forgotten.

Review date	Reviewed by	Risks reviewed	Decisions and changes made
[Date of this review]	[Name and role of the person who reviewed this register]	[Risk IDs reviewed in this review]	[Decisions and changes made in this review]
[Date of this review]	[Name and role of the person who reviewed this register]	[Risk IDs reviewed in this review]	[Decisions and changes made in this review]