**[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

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 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] |

## 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] |

# [Company name]

| | | | |
|---|---|---|---|
| [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] |