Ashford Business Services Ltd

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	Sarah Mitchell
Document	Project Risk Register
Prepared by	Sarah Mitchell
Project manager	James Patel
Sponsor	Sarah Mitchell
Date of this document	9 November 2026
Version	1.0
Review frequency	How often this register is reviewed
Last review date	9 November 2027
Next review date	9 November 2027

1. Summary

Summary measure	Count	Note
Risks recorded	Number of risks recorded in this register	Note on risks recorded as agreed at the meeting.
Open risks	Number of open risks	Note on open risks as agreed at the meeting.
Risks with a high score	Number of risks with a high score	Note on high-scoring risks as agreed at the meeting.
Risks closed since the last review	Number of risks closed since the last review	Note on risks closed as agreed at the meeting.

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.

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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	Helen Morris	£45.00	Response actions for this risk as agreed at the meeting.	Contingency if this risk occurs	Trigger that shows this risk is about to occur	Status of this risk	9 November 2026	9 November 2027
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	Helen Morris	£120.00	Response actions for this risk as agreed at the meeting.	Contingency if this risk occurs	Trigger that shows this risk is about to occur	Status of this risk	9 November 2026	9 November 2027
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	Helen Morris	£850.00	Response actions for this risk as agreed at the meeting.	Contingency if this risk occurs	Trigger that shows this risk is about to occur	Status of this risk	9 November 2026	9 November 2027
Risk ID	Description of the risk:	Category of this risk	Likelihood score for	Impact score for	Score for this risk	Helen Morris	£1,250.00	Response actions for	Contingency if this risk	Trigger that shows this	Status of this risk	9 November 2026	9 November 2027

	cause and effect in one sentence		this risk	this risk				this risk as agreed at the meeting.	occurs	risk is about to occur			

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
9 November 2027	Sarah Mitchell	Risk IDs reviewed in this review	Decisions and changes made in this review as agreed at the meeting.
9 November 2027	Sarah Mitchell	Risk IDs reviewed in this review	Decisions and changes made in this review as agreed at the meeting.