TEMPLATE EXAMPLE: Project Risk Register

BASIC PROJECT RISK REGISTER: TEMPLATE

Notes: The Project Management Institute Body of Knowledge (PMBOK) and PRINCE2 contain recommendations for project risk registers.

AS/NZS ISO 31000, the family of International Standards relating to risk management does not use the term risk register, however it does state that risks need to be documented.

There are many different tools used as risk registers, from simple spreadsheets to complex software products. Organisations should have appropriate project risk management tools, commensurate with the

Risk Registers can be QUALITATIVE, where descriptive measures are used (e.g. high, medium, low) and decided upon by individuals participating in the risk assessment, based on their judgement and experi

used, based on the analysis of data; or, Risk Registers can be a combination of qualitative and quantitative.

Project Name:	
Risk Assessment Participants:	

	RISK DESCRIPTION			RISK ANALYSIS				
ID	RISK CATEGORY	ID NUMBER	RISK DESCRIPTION	IMPACT / CONSEQUENCE	LIKELIHOOD	RISK ASSESSMENT (RATING, SCORE)	PREVENTION PLAN	CON
GUIDANCE	*A Project Risk Register covers all aspects of a project and hence, all types of risk.* *In this column, identify the category / area the risk falls into, for example; cost, resources, environment, safety, scope, time, legal, commercial, procurement, approvals etc.* *Identifying the category enables the risk to be "grouped" for future risk management activities.*	*Give the risk a unique identifier so that it can be accurately referred to in other documents and forums.*	*A brief description or name of the risk to make the risk easy to discuss.* *For example:* • *Project cost forecasts inaccurate.* • *Resource shortfalls: Inability to secure sufficient resources (people) for the project.* • *Delays to procurement processes impact the project.*	*Description of the potential consequence / impact on the project as a result of the risk (i.e. if the risk actually happens).* *For example:* • *The project schedule may slip, budget may increase, and project scope may not be achieved.*	*The estimated likelihood or probability that the risk will occur at some point and become a project issue.* *This can be qualitative: high, medium, or low; or it can be quantitative if enough information is available.*	*This is the magnitude or the level of risk; a combination of likelihood and consequence.* *This rating / score is used to rank risks and therefore prioritise risk treatment actions (controls).* *Organisations should have their own tools and guidance for risk assessment, e.g. a Risk Assessment Matrix, to determine the risk rating (score). There are many examples of risk assessment matrices available to look at, online. The type and depth of risk assessment conducted by an organisation would depend on the nature of their business activities.*	*Record the action required to prevent the risk from occurring.*	*Rec* *requ* *occu* *How* *be c* *miti*
	Add rows as required.							