Risk register example

This is a simple template for logging risks and monitoring their status. There are two examples to help your understanding of the register. You may find setting this up in spreadsheet is an easier way to monitor your risks.

Instructions: (feel free to refine or adjust these to give you what you need for your project)

» Every risk has a unique ID **number**.

» **Describe** the risk including the consequences if it eventuates

» **Status** of the risk is either open or closed

» **Owner** is the person responsible for oversight of the risk

» **Likelihood** is the likelihood the risk will eventuate = low, medium and high

» **Impact** is the severity of the consequence if the risk eventuates = low, medium and high

» Describe any **mitigation** to eliminate or reduce the risk, and the **actions** taken to alter the risk, including dates of the actions

No	Description	Status	Owner	Date raised	Likeli-hood	Impact	Mitigation/actions
13	Our Social Workers will forget how to use the new system by the time they start using it, delaying the go-live	Open	Huia	01/01/16	Low	High	Schedule training sessions no more than 3 days before each Social Worker starts using the system. Have on-site support for the first day the system goes live for every user
14	The new system will run too slowly on the older PCs, frustrating users & causing processing delays	Open	Charles	17/01/16	High	Medium	Until budget is available to replace the PCs, swap slower PCs with faster ones that are only being used intermittently

Note: If you are familiar with Microsoft Excel, you may find it easier to create an Excel file to manage your risks so you can filter the risks