

Project Risk Register Template

Project Risk Register						
#	Risk Event	Probability	Impact	Score	Risk Response	Action Plan
	<i>This is a description of a uncertain event that might take place which could positively or negatively impact the project. A good risk event statement takes into consideration the timing of when the risk might take place. The timing could be identified in terms of the calendar or project schedule. Project teams can start the process of identifying potential risk events through brainstorming sessions then by consolidating them through catogorization as appropriate</i>	<i>An assigned number or percentage that identifies the potential likelihood of the risk taking place. For example high = 5, Medium = 3, Low = 1</i>	<i>An assigned number or percentage attempting to define the potential result of what might occur if the risk event is realized</i>	<i>This is a simple multiplication of the Probability and Impact Column. Project teams can determine what their tolerance level is based on scores. For example, a score lower than XYZ will be a risk event the team is willing to accept</i>	<i>A team decision on how to best handle the potential risk event. Options the team could choose from include Accept, Mitigate, Transfer, or Capitalize</i>	<i>This is a description of how the team will deal with the potential risk and the steps that need to be taken in the event that the risk takes place.</i>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
38						
39						
40						
41						
42						
43						
44						
45						
46						
47						
48						
49						
50						

Project Risk Register Template

Risk Tracking					
#	Risk Event	Owner	Status	Resolution Date	Comment
	<i>This is a description of a uncertain event that might take place which could positively or negatively impact the project. A good risk event statement takes into consideration the timing of when the risk might take place. The timing could be identified in terms of the calendar or project schedule. Project teams can start the process of identifying potential risk events through brainstorming sessions then by consolidating them through categorization as appropriate</i>	<i>This is the individual on the team who is assigned to track the potential occurrence of the risk and address resolving based on the plan.</i>	<i>This describes where the risk event is as related to the project schedule. Status could be open, in progress, occurred, or closed</i>	<i>This is identifying the date that the potential risk occurred or was resolved</i>	<i>General Comments</i>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					
41					
42					
43					
44					
45					
46					
47					
48					
49					
50					