

SAMPLE Risk Register

Column Heading	Description
No.	Identification number of each risk.
Name	Brief, generally unique description of the risk specific to the Project.
Risk Type	The category of the risk. Examples include strategic, operational, and financial.
Risk Group	A broader classification that groups similar risk types together. Examples include funding, governance, programmatic.
Description	Detailed description of the risk.
Time Horizon	Anticipated duration of the risk.
Probability of Occurrence	The estimated likelihood of the risk occurring . Examples include "highly likely, possible, unlikely."
Impact to Cost	The estimated cost impact of the risk if it were to occur.
Impact to Schedule	The estimated schedule impact of the risk if it were to occur.
Impact to Outcome	The estimated outcome of the risk if it were to occur. Could include potential impacts on the organization's operations or overall ability to achieve objectives.
Overall Risk Prioritization	Rank risks based on how likely they are to happen and how severe their impact could be.
Owner	Enter name of person responsible for monitoring the risk and implementing a response.
Approach	Choose an approach to manage the risk. Options may include 'accepting' the risk as it is, 'mitigating' it by reducing its likelihood, or 'transferring' it to another group that is better equipped to address it.
Response Plan	Describe a plan to address the risk.
Status	Indicate the current status of the risk. Examples include 'proposed' (response plan not yet initiated), 'active' (currently being monitored and managed), or 'retired' (risk is no longer a threat).
Notes	Utilize the notes section to provide updates on actions or owners, or to note changes associated with the response plans.

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