

# PRINCE2™ - Risk Register

<b>Project Name:</b>			
<b>Date:</b>		<b>Release:</b>	Draft/Final
<b>Author:</b>			
<b>Owner:</b>			
<b>Client:</b>			
<b>Document Number:</b>			

Note: This document is only valid on the day it was printed

## Revision History

Date of next revision:

Revision Date	Previous Revision Date	Summary of changes	Changes Marked

## Approvals

This Document requires the following approvals. A signed Copy should be placed in the project files.

Name	Signature	Title	Date of Issue	Version

## Distribution

This Document should be distributed to:

Name	Title	Date of Issue	Version

# Overview

**Purpose** A Risk Register provides a record of identified risks relating to the project, including their status and history. It is used to capture and maintain information on all of the identified threats and opportunities relating to the project.

**Contents** Page 3 contains the Risk Log

**Advice** Derivation:

- The composition, format and presentation of the Risk Register will be derived from the Risk Management Strategy
- Entries are made on the Risk Register once a new risk has been identified
- There may be one or more risks inherent in the project mandate
- New risks may be discovered when creating the Project Brief, designing and appointing the project management team, establishing the project's controls and developing its plans, when issuing Work Packages, when reviewing Work Package status, or when reviewing stage status
- Daily Log/Issue Register - often issues raised to the Project Manager and captured in the Daily Log or Issue Register are actually risks and only identified as such after further examination.

Format and Presentation:

A Risk Register can take a number of formats, including:

- Document, spreadsheet or database
- Stand-alone register or a carry forward in progress review minutes
- Entry in a project management tool
- Part of an integrated project register for all risks, actions, decisions, assumptions, issues, lessons etc.

Quality Criteria:

- The status indicates whether action has been taken
- Risks are uniquely identified, including information about which product they refer to
- Access to the Risk Register is controlled and it is kept in a safe place.

Risk ID	Author	Date Registered	Risk Category	Description			Impact		Probability		Expected Value		Proximity	Risk Response Categories	Risk Response	Risk Status	Risk Owner	Risk Actionee
				Cause	Event	Effect	Inherent	Residual	Inherent	Residual	Inherent	Residual						
1																		
2																		
3																		
4																		
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