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RISK REGISTER

Project name: Project manager:

[Text in red and enclosed in [ ] is explanatory and should be deleted]

ID	Date raised	Risk description	Likelihood	Impact	Severity	Owner	Mitigating action	Contingent action	Progress on actions	Status
[1]	[12/12/2015]	[There is a risk that.... If this happens.....]	[High/Medium/Low]	[High/Medium/Low]	[High/Medium/Low. See Severity Table]	[Person managing the risk]	[Actions that can be taken to reduce the likelihood of the risk occurring. May also be acceptance of the risk or transference of the risk e.g. insurance]	[What will be done if this risk does occur? Usually actions to reduce the impact on the project]	[Action taken and date. E.g. *Update 13/12/2019 mitigation actions implemented*]	[Open, Waiting, Closed]
		The 20 most common Project Risks								
		The top 50 Business Risks								
		Checklist of 30 Construction Risks								

[**Notes**: Every organisation has a different approach to the risk log. This example includes all the information that needs to be captured and has been used on numerous real-world projects. Feel free to tweak this to fit your project.]

[**Columns you might want to add:**

Proximity   This indicates when the risk may occur and can be used to schedule risk mitigation activities.

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Raised by   Who identified the risk.

Closed date   The date the risk was closed.

Last update   The date that the risk entry was last updated. Useful for ensuring that mitigating actions are put in place.

Action by   I have often seen this field used to differentiate between the person accountable for managing this risk and the person actually carrying out any mitigating actions.]

SEVERITY TABLE AKA RISK MATRIX

		Likelihood		
		1	2	3
Impact	1	Low	Low	Medium
	2	Low	Medium	High
	3	Medium	High	High

Alternatives

4 by 4 Risk Matrix

5 by 5 risk matrix - aviation example

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