

Risk Register Template

Project Name:
Project Manager:
Version:
Date:

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Template Contents

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Editing note

1. Template Purpose and Usage

	Simple definition
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2. Project Risk Context

Context Area	Project-Specific Details

3. Risk Governance and Responsibilities

Role	Risk Management Responsibilities

Role	Risk Management Responsibilities

4. Risk Identification Guidance

Prompt Area	Questions to Ask

5. Probability and Impact Rating Method

5.1 Probability Rating Scale

Rating	Label	Suggested Meaning	Typical Probability Range

5.2 Impact Rating Scale

Rating	Label	Scope / Quality Impact	Schedule Impact	Cost Impact

6. Probability-Impact Matrix

Probability / Impact	1 Very Low	2 Low	3 Medium	4 High	5 Critical
5 Very High	5 Medium	10 High	15 High	20 Critical	25 Critical
4 High	4 Low	8 Medium	12 High	16 Critical	20 Critical
3 Medium	3 Low	6 Medium	9 Medium	12 High	15 High
2 Low	2 Low	4 Low	6 Medium	8 Medium	10 High
1 Very Low	1 Low	2 Low	3 Low	4 Low	5 Medium

6.1 Risk Score Priority Guide

Risk Score	Priority Level	Required Management Action

7. Main Risk Register

How to write a risk

[illegible]

[illegible]

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7.1 Risk Register Continuation Rows

[illegible]

8. Risk Response Strategy Guide

Risk Type	Response Strategy	Meaning	When to Use

9. Mitigation Action Plan

Action ID	Linked Risk ID	Mitigation Action	Action Owner	Due Date	Status	Evidence / Notes

10. Contingency and Fallback Plan

Risk ID	Contingency Trigger	Contingency Plan	Fallback Plan	Decision Owner	Activation Date

11. Residual Risk Review

Risk ID	Original Score	Response Implemented	Residual Probability	Residual Impact	Residual Score	Acceptable? Yes / No	Approval / Notes

12. Risk Review Meeting Log

Meeting Date	Attendees	Key Risk Updates	New Risks Added	Risks Closed	Decisions / Actions

13. Escalation and Reporting Rules

Escalation Condition	Escalate To	Required Information	Decision Needed

14. Risk Reporting Dashboard Summary

Metric	Current Value	Target / Threshold	Commentary

Appendix A - Risk Category Reference

Category	Examples

Appendix B - Status Definitions

Status	Definition

Appendix C - Template Completion Checklist

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Appendix D - Instructions for Users

Appendix E - Reference Notes
