**Risk Register – Template**

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| **1. Clearly define the risk review process.** |
| **Risk review process** | Click or tap here to enter text. |
| **How often risks are reviewed?** | Click or tap here to enter text. |
| **Who is involved in review?** | Click or tap here to enter text. |

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| **2. Create a document for risk definition that includes the headings below.** |
| [ ]  Current status[ ]  Risk name[ ]  Risk description[ ]  Trigger[ ]  Category[ ]  Cause[ ]  Risk owner |

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| **3. Create a document for risk analysis that includes the headings below.** |
| [ ]  Result[ ]  Probability/likelihood[ ]  Impact[ ]  Risk grading[ ]  Proximity |

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| **4. Create a document for risk response that includes the headings below.** |
| [ ]  Risk response[ ]  Action date[ ]  Response owner[ ]  Cost |

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| **5. Retain completed risk registers as a record of how former risks were managed and mitigated.** |