**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.** |