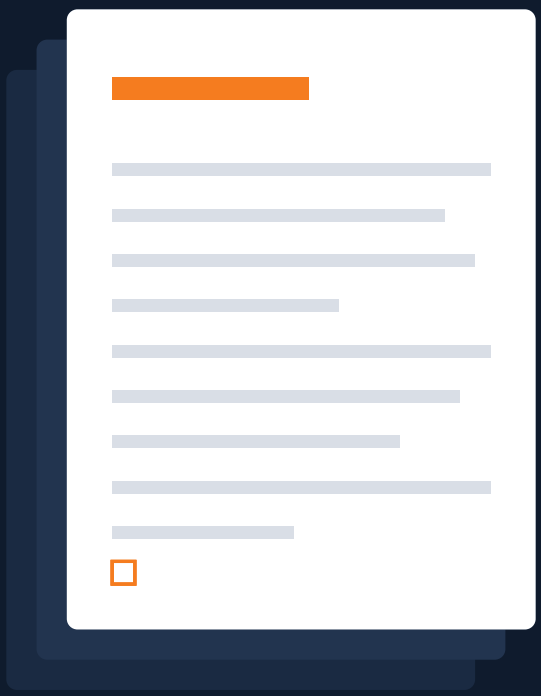
Documentation
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FREE TEMPLATE

PROJECT MANAGEMENT

Risk Register

A live log of project risks with scoring, owners and response plans.

PHASE

Planning / Execution

PRIMARY USERS

PMs, Risk Officers, Leads

About this template

The Risk Register is reviewed throughout the project. Each risk is scored by likelihood and impact, assigned an owner and a response, and tracked until closed. Review it at every status meeting.

Detail	
Phase	Planning / Execution
Primary users	PMs, Risk Officers, Leads

How to use it

- Replace every *[grey bracketed placeholder]* with your own details.
- Delete the orange **Guidance** boxes and green **Example** boxes before you publish or circulate it.
- Add or remove table rows as needed; keep the section order so readers can find things quickly.

Document Control

Project name		**Project manager**	
Last reviewed		**Review frequency**	

01 Scoring Guide

GUIDANCE *Score = Likelihood x Impact (1-5 each). Agree thresholds up front.*

Score	Rating	Action
1-6	Low	*[Monitor]*
8-12	Medium	*[Active response, review monthly]*
15-25	High	*[Escalate to sponsor, review weekly]*

02 Risk Register

GUIDANCE *Write risks as 'If [cause], then [effect] on [objective]'.*

ID	Risk description	L	I	Score	Response	Owner	Status
R-01	*[If ... then ...]*				*[Avoid / Reduce / Transfer / Accept]*		*[Open]*

03 Closed Risks

ID	Risk	Closed date	Outcome

04 Issues Log

GUIDANCE *Risks that have happened become issues.*

ID	Issue	Impact	Action	Owner	Due

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Documentation Services Lab turns your processes, systems and know-how into clear, audit-ready documents your team will actually use. Hand us your notes, recordings or rough drafts and we deliver a finished, on-brand **Risk Register** and anything else you need.

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Standard, checklist, visual and compliance SOPs, process maps, operations manuals.

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