

How to use:

Note: This template was created with Microsoft Word. Follow the prompts (in [...] brackets).

Instructions

1. When the template is complete, the document can be printed and approved.
2. Prior to printing, you should delete all [...] prompt text.
3. Save the document by selecting the "Save As" command. You must specify your own directory for your project.

Quality criteria

Once the document is complete check it against the quality criteria below. (Note: these quality criteria are taken from *Managing Successful Projects with PRINCE2 (Axelos Limited. (2017). Managing Successful Projects with PRINCE2 (6th Edition). London: The Stationery Office Ltd.)*).

- The status indicates whether action has been taken.
- Risks are uniquely identified, including information about which product they refer to.
- Access to the risk register is controlled.
- The risk register is kept in a safe place.

Risk register

Project name:

Risk Identifier	Risk author	Date registered	Risk category	Risk description	Probability, impact and expected value	Proximity	Risk response categories	Risk response	Risk status	Risk owner	Risk actionee
[Provides a unique reference for every risk entered into the risk register. It will typically be a numeric or alphanumeric value.]	[The person who raised the risk.]	[The date the risk was identified.]	[The type of risk in terms of the project's chosen categories (e.g. schedule, quality, legal)]	[Describes the risk in terms of the cause, event (threat or opportunity) and effect (in words of the impact).]	[It is helpful to estimate the inherent values (pre-response action) and residual values (post-response action). These should be recorded in accordance with the project's chosen scales.]	[This would typically state how close to the present time the risk event is anticipated to happen (e.g. imminent, within the management stage, within the project, beyond the project). Proximity should be recorded in accordance with the project's chosen scales]	[How the project will treat the risk in terms of the project's chosen categories. For example: - for threats: avoid, reduce, transfer, share, accept, prepare contingent plans - for opportunities: exploit, enhance, transfer, share, accept, prepare contingent plans.]	[Actions to be taken to resolve the risk. These actions should be aligned with the chosen response categories. Note that more than one risk response may apply to a risk]	[Typically described in terms of whether the risk is active or closed. Inclusion of a date last amended will help track changes in risk status.]	[The person responsible for managing the risk (there should be only one risk owner per risk).]	[The person(s) who will implement the action(s) described in the risk response. This may or may not be the same person as the risk owner.]