

Project Risk Register
 <Project Name>

Risk Identification		Qualitative Rating				Risk Response		
Risk	Risk Category	Probability	Impact	Risk Score	Risk Ranking	Risk Response	Trigger	Risk Owner
				0	1			
				0	2			
				0	3			
				0	4			
				0	5			
				0	6			
				0	7			
				0	8			
				0	9			
				0	10			
				0	11			
				0	12			
				0	13			
				0	14			
				0	15			
				0	16			
				0	17			
				0	18			
				0	19			
				0	20			
				0	21			
				0	22			
				0	23			
				0	24			
				0	25			
				0	26			
				0	27			
				0	28			
				0	29			
				0	30			

Key Terms

Risk: The risk stated in a complete sentence which states the cause of the risk, the risk, and the effect that the risk causes to the project.

Risk Category: Categorization of risks by area of project affected, source of risk or other useful category.

Probability: The likelihood that a risk or opportunity will occur (on a scale from 0 to 10 with 10 being the highest).

Impact: The impact of the risk on the project if the risk occurs (scale from 0 to 10 with 10 being the highest).

Risk Score: Determined by multiplying probability and impact (scale from 0 to 100).

Risk Ranking: A priority list which is determined by the relative ranking of the risks (by their scores) within the project with the number one being the highest risk score.

Risk Response: The action which is to be taken if this risk occurs.

Trigger: Something which indicates that a risk is about to occur or has already occurred.

Risk Owner: The person who the project manager assigns to watch for triggers, and manage the risk response if the risk occurs.