

HOW TO USE THIS TEMPLATE:

Introduction

The template reflects the steps set out in the PRINCE2® Method and is designed to prompt the Project Manager and help in the creation of the Risk Register. There is also a Product Description for the Risk Register at Appendix A of the PRINCE2 Manual.

Loading the file

This template has been produced using Microsoft Word. To use it, load up the file directly from the directory and starting from page 1 follow the prompts (in [...] brackets).

Deleting the [...] text

When the template is complete, the Risk Register document can be printed and approved.

Prior to printing, you should delete all [...] prompt text.

Saving the Risk Register document under its own name

Save the Risk Register document by selecting the “SAVE-AS” command; this will avoid overwriting the standard template. You must specify your own Project Directory.

Once your Risk Register is complete check the document against the following Quality Criteria:

- 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 and it is kept in a safe place.

RISK REGISTER				FORM [029]			
				Ref: Version:			
Programme Name:				Project Name:			
Risk identifier: [Provides a unique reference for every risk entered into the risk register. It will typically be a numeric or alpha-numeric value]		Risk description: [In terms of the cause, event (threat or opportunity) and effect (description in words of the impact)]			Risk category: [Type of risk in terms of the project's chosen categories (e.g. schedule, quality, legal)]		
Probability: [These should be recorded in accordance with the project's chosen scales]		Impact: [These should be recorded in accordance with the project's chosen scales]		Expected value: [These should be recorded in accordance with the project's chosen scales]		Proximity: [How close to the present time the risk event is anticipated to happen]	
Pre-Response [Estimate the inherent values (pre-response action)]	Post-Response [Estimate the residual values (post-response action)]	Pre-Response [Estimate the inherent values (pre-response action)]	Post-Response [Estimate the residual values (post-response action)]	Pre-Response [Estimate the inherent values (pre-response action)]	Post-Response [Estimate the residual values (post-response action)]		
Risk response category: [How the project will treat the risk – in terms of the project's chosen categories e.g. - For threats: avoid, reduce, fallback, transfer, accept, share - For opportunities: enhance, exploit, reject, share]							
Risk response: [Actions to resolve the risk, and these actions should be aligned to the chosen response categories. Note that more than one risk response may apply to a risk]							
Date registered: [Date the risk was identified]	Risk author: [Person who raised the risk]		Risk owner: [Person responsible for managing the risk]		Risk actionee: [Person(s) who will implement the action(s) described in the risk response]		Risk status: [Active or Closed]