# Guidance for Completing Risk Register

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  | | --- | | **Column** |  |  | | --- | |  | | | **Explanation** | | --- |  |  | | --- | |  | |
| |  | | --- | | **Risk ID** |  |  | | --- | |  | | |  | | --- | | Assign a unique identifier to each risk. This helps track and reference risks across reports and updates. |  |  | | --- | |  | |
| |  | | --- | | **Risk Description** |  |  | | --- | |  | | Provide a brief description of the risk |
| |  | | --- | | **Risk Category** |  |  | | --- | |  | | Select the appropriate category from the dropdown. This helps organize and prioritize risks. |
| |  | | --- | | **Likelihood (Probability)** |  |  | | --- | |  | | |  | | --- | | Choose the likelihood of the risk occurring from the dropdown. This helps in assessing the risk’s probability. |  |  | | --- | |  | |
| |  | | --- | | **Impact** |  |  | | --- | |  | | Choose the potential impact on the organization from the dropdown. Assess the business impact in operational terms. |
| |  | | --- | | **Risk Rating** |  |  | | --- | |  | | |  | | --- | | This is automatically calculated based on the selected **Likelihood** and **Impact**. This rating prioritizes risks for further action. |  |  | | --- | |  | |
| **Mitigation Measures** | Document the actions or controls that will reduce or eliminate the risk. Ensure each risk has an appropriate action. |
| |  | | --- | | **Risk Owner** |  |  | | --- | |  | | Assign the person or team responsible for managing this risk. The risk owner is accountable for implementing mitigation measures. |

|  |  |
| --- | --- |
| **Status** | Select the current state of the risk from the dropdown. Update this field regularly. |
| |  | | --- | | **Review Date** |  |  | | --- | |  | | Set a specific date for reviewing the risk. This ensures that mitigation measures are working, or if necessary, additional actions are required. |

**Dropdown Menus**

* **Risk Category**:

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* **Likelihood (Probability)**:

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* **Impact (Business Impact)**:

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* **Status**

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