AGILE RISK REGISTER TEMPLATE

PROJECT	ERP Systems for Bike Company

PROJECT MANAGER	Team 11

Description	This template takes source from https://www.smartsheet.com/risk-register-templates The register contents are filled according to the current project

DATE OF LAST UPDATE	

RISK ID NO.	RISK CLASS	RISK DESCRIPTION	IMPACT DESCRIPTION	IMPACT LEVEL	PROBABILITY LEVEL	PRIORITY LEVEL	MITIGATION STRATEGY	ACTION	OWNER	REASSESSMENT DATE
	Choose from the drop-down menu.	give a brief summary of the risk.	What will happen if the risk is not mitigated or eliminated?	Rate 1 (LOW) to 5 (HIGH)	Rate 1 (LOW) to 5 (HIGH)	(IMPACT X PROBABILITY) Address the highest first.	What can be done to lower or eliminate the impact or probability?	Choose from the drop-down menu.	Who's responsible?	00/00/0000
1	Industrial Capabilities	The project team is not familiar with the technology used to develop the system.	The schedule is severely delayed due to slow progress in the development phase.	4	4	16	Use online resources to train team. Hire an experienced developer as a mentor to	Mitigate		
2	Requirements	The requirements were not clearly understood. There was a mis-communication	The features implemented are not up to the expectations of the project owner, which	3	2	6	Consult the project owner every step of the way. Bring prototypes to discuss the	Avoid		
3	Schedule	The planning for the sprint is poorly done. It under-estimates the time required to perform	Tasks are not completed on schedule.	3	2	6	Constantly refer to the schedule and adjust if necessary. Communicate	Mitigate		
4	Logistics	The documentation produced (architecture, risk management, testing) is	Activities cannot continue as planned. A new plan is due and some objectives may no	4	3	12	Consult the project owner every step of the way. Have the scrum master monitor the	Avoid		

KEYS

RISK CLASS	LEVEL	ACTION
Industrial Capabilities	1	Avoid
Requirements	2	Exploit
Test and Evaluation	3	Transfer / Share
Logistics	4	Mitigate
Schedule	5	Accept with No Action
External Factors		

Risk matrix (PROBABILITY vs IMPACT):

PROBABILITY \ IMPACT	1	2	3	4	5
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5

RISK REGISTER SCALE

PROBABILITY

	1	2	3	4	5
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5

IMPACT

Level	Likelihood	Probability of Occurrence
5	Nearly certain	~90
4	Very likely	~70
3	Likely	~50
2	Less likely	~30
1	Unlikely	~10

Level	1	2	3	4	5
Technical Performance	Minimal or no impact	Low effect	Some effect	Major consequence	Project failure
Schedule		Delay < 1 sprint	Delay ~ 1 sprint	Cut down features	Project failure
Cost	-	-	-	-	-