

SIMPLE BUSINESS RISK REGISTER TEMPLATE

PROBABILITY	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
		1	2	3	4	5
IMPACT						

RISK DESCRIPTION	IMPACT DESCRIPTION	IMPACT LEVEL	PROBABILITY LEVEL	PRIORITY LEVEL	MITIGATION NOTES	OWNER
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 highest first.	What can be done to lower or eliminate the impact or probability?	Who's responsible?
CSS library doesn't support modals	Key design feature will be unavailable on login screen	4	2	8	Check documentation before choosing CSS library	Front-end team
Client may pivot to a mobile-first design	Aspects of the application will be unusable on small screens	5	3	15	Regular meetings with client to demonstrate prototypes and get feedback	Product Owner
Postcode api could break	routes could not be sorted into an efficient order	3	1	3	write methods to return an unoptimised list if the api fails so deliveries can still be made	Backend team
Not enough drivers per distribution centre	Customers have to wait too long to get products	4	2	8	write methods to allow reallocation of drivers between centers	Backend team
Internet cuts out	Drivers cannot view routes or update fulfilment statement.	3	5	15	Have the routes loaded on the app at the start of the shift, progress is stored locally until route is finished - submit at the end	Front-end team
Cannot get route optimisation algorithm to work	routes could not be optimised	2	2	4	Return an unoptimised route if a better one cannot be found	Backend team
Communications w/ client (manager & driver teams) not sufficient enough to make app truly fit for purpose.	cannot get their routes through the app, cannot access information to coordinate workload, flag concerns, update key information relating to order backlogs etc.	5	4	20	create a password recovery system	Backend team
Drivers needs may be underrepresented in design decisions	Their needs may not be met	3	3	9	Make sure they are included in meetings with client	Product Owner

KEY

LEVEL

1

2

3

4

5