Risk Register

This register captures project risks, the cost justification, owner, and stakeholder that approved of the risk response. Rows in this sample are examples only; your costs may differ. Add rows as needed to accommodate your identified risks.

Risk Register Sample

Project Name:

Project Manager:

Risk Description		Response Type	Response Action	Budget	Cost if Risk Occurs*	Stakeholder Approver	Risk Owner
Product delays from current supplier may occur.		Mitigate	Purchase product from an alternate supplier.	$15,000	$45,000	Procurement Manager	Project Manager
Skilled resource may be pulled from project.		Mitigate	Hire skilled contractor.	$35,000	$186,000 (funding already spent on project because it cannot be completed without proper skills)	Project Sponsor	Personnel Manager
Warehouse issues may occur due to heavy product handling.		Transfer	Purchase additional insurance.	$6,000	$25,000 minimum, based on historical cost of equipment replacement and health/injury recovery costs	Facilities Manager	Warehouse Manager

*This column demonstrates the cost justification of having a response action budgeted and ready to deploy. For example, in the first row, a $15,000 response action can be taken to avoid a $45,000 lost should the risk occur.