# Interoffice Memoranda

To: Project Teams  
From: Bug.sys Sponsors  
Subject: Needed: Risk Registry  
Date: 2025-09-12  
CC: Polygames Project Management Team

Good day,

Project sponsors are not happy with our current Risk Registry (RR) template.   Your team is going to take it upon yourselves to create one. Your RR should follow the same brand/themes of your other documents to give your project documentation a consistent feel.

## Objective of the Risk Registry

The purpose of an RR is to identify the various risks that may occur during your project. It should also provide information about the risks, and how to prevent them in future

## Required information

Your risk registry should, at least, contain the following information:

* Give a place to record and document potential (and realized) risks
* Risk impact and probability (Low, Medium, High)
* Risk response (Avoidance, Acceptance, Monitor and Prepare, Mitigation, Transference)
* Description of the plan that matches that response
* The date of the risks occurrence if it ever does occur
* The status of the risk (Ongoing, Resolved), with room for additional info on what steps have been taken to solve the issue
* A risk owner, a team member (or whole team) responsible for the risk
* A glossary page defines the risk response options, and what the probability and impact score mean

If you have risks documented in your charter, you should add them to this document. While doing that take some time with your team to decide if there are any risks missing that should be added to the registry.

## Additional Information

You can read about risk, and the risk registry in the following book on the Sask. Polytech Library:  Project Management: The Absolute Beginners Guide, starting at Chapter 14, Managing Project Risks.

\*Make sure to track this task on your Kanban board.

Your risk registry will be reviewed at all status meetings.