The Risk Register is a document in which the results of risk analysis and risk response planning are recorded. It is

used to track information about identifi ed risks over the course of the project. Typical information includes:

• Risk identifi er

• Risk statement

• Probability of occurring

• Impact on objectives if the risk occurs

• Risk score

• Response strategies

• Revised probability

• Revised impact

• Revised score

• Responsible party

• Actions

• Status

• Comments

Not all projects need this level of detail.

Use the information from your project to tailor the Risk Register to best meet your needs. The Risk Register

can receive information from anywhere in the project environment. Some documents that should be specifi cally

reviewed for input include:

• Risk Management Plan

• Cost Management Plan

• Schedule Management Plan

• Quality Management Plan

• Human Resource Management Plan

• Scope Baseline

• Activity Cost Estimates

• Activity Duration Estimates

• Stakeholder Register

• Procurement documents

The Risk Register provides information to:

• Cost Estimates

• Quality Management Plan

• Procurement Management Plan

The Risk Register is an output from process 11.2 Identify Risks in the *PMBOK® Guide—*Fifth Edition.

You can use the element descriptions in Table 2.31 to assist you in developing the Risk Register.

**RISK REGISTER**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Title:** |  | **Date Prepared:** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Risk ID** | **Risk Statement** | **Probability** | **Impact** | | **Score** | **Response** |
|  |  |  | **Scope** | **Quality** | **Schedule** | **Cost** |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Revised Probability** | **Revised Impact** | | **Revised Score** | **Responsible Party** | | **Actions** | **Status** | **Comments** | |
|  | **Scope** |  | **Quality** | **Schedule** | | **Cost** |  |  | |
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A Risk Data Sheet contains information about a specifi c identifi ed risk. The information is fi lled in from the Risk

Register and updated with more detailed information. Typical information includes:

• Risk identifi er

• Risk description

• Status

• Risk cause

• Probability

• Impact on each objective

• Risk score

• Response strategies

• Revised probability

• Revised impact

• Revised score

• Responsible party

• Actions

• Secondary risks

• Residual risks

• Contingency plans

• Schedule or cost contingency

• Fallback plans

• Comments

Not all projects need this level of detail. Use the information from your project to tailor the form to best meet

your needs.

The Risk Data Sheet can receive information from:

• Risk Register

The Risk Data Sheet can be used as an extension of the Risk Register. It can be started in process 11.2

Identify Risks in the *PMBOK® Guide—*Fifth Edition, and elaborated throughout all other risk management

processes.

You can use the element descriptions in Table 2.33 to assist you in developing the Risk Data Sheet.

**RISK DATA SHEET**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Title:** |  | **Date Prepared:** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk ID** | **Risk Description** | | | | | | | |
| **Status** | **Risk Cause** | | | | | | | |
| **Probability** | **Impact** | | | | **Score** | | **Responses** | |
| **Scope** | **Quality** | **Schedule** | **Cost** |
|  |  |  |  |  |  | |  | |
| **Revised**  **Probability** | **Revised Impact** | | | | **Revised Score** | | **Responsible Party** | **Actions** |
| **Scope** | **Quality** | **Schedule** | **Cost** |
|  |  |  |  |  |  | |  |  |
| **Secondary Risks** | | | | | | | | |
| **Residual Risk** | | | | | | | | |
| **Contingency Plan** | | | | | | **Contingency Funds** | | |
| **Contingency Time** | | |
| **Fallback Plans** | | | | | | | | |
| **Comments** | | | | | | | | |