



Risk and problem register

IDENTIFY AND MANAGE PROJECT RISKS

What is a risk register?

Risks are an intrinsic property of the project life.

Any risk should be considered as soon as possible, in order to complete your project.

It is therefore important to identify and analyze the risks of your project, and to maintain a register dedicated to the risks.

As for the problems, they are proven events, which have arisen or transformed from the risks. They also need to be monitored and resolved.

When to use it?

INITIATION PHASE

The risk register takes place from the initiation phase of the project, during which a first risk analysis is carried out.

This register is then updated throughout the life cycle of the project, and presented to the steering bodies (project committees and project steering).

How to use it?

- The "Settings" sheet presents the following elements: the nature, severity, consequence, probability, criticality, and tendency, which you can adapt to your organization
- These parameters are automatically included in the "Risk register" and "Matrix" sheets
- Here are the main steps:
 - List your risks on the "Risk Register" sheet, then assign to them Identifiers and evaluate both their severity and their probabilities
 - View the result in the "Matrix" sheet, where you can identify the risks that require a specific action or an immediate measure.
- The "Problem register" sheet is used to fill in the information relating to the problems that have arisen or that have been transformed from the risks
- The Excel file is provided with a detailed user guide that will help you to do two things:
 - Use the file properly
 - Customize the file by modifying its settings

Document structure

- Frequency and severity scales
- Risk register
- Problem register
- Matrix