

## **HOW TO USE THIS TEMPLATE:**

### **Introduction**

The template reflects the steps set out in the PRINCE2 Method and is designed to prompt the Project Manager and help in the creation of the Risk Register. There is also a Product Description for the Risk Register at Appendix A of the PRINCE2 Manual.

### **Loading the file**

This template has been produced using Microsoft Word 2003. To use it, load up the file directly from the directory and starting from page 1 follow the prompts (in [...] brackets).

### **Deleting the [...] text**

When the template is complete, the Risk Register document can be printed and approved.

Prior to printing, you should delete all [...] prompt text.

### **Saving the Risk Register document under its own name**

Save the Risk Register document by selecting the "SAVE-AS" command; this will avoid overwriting the standard template. You must specify your own Project Directory.

### **Once your Risk Register is complete check the document against the following Quality Criteria:**

- The status indicates whether action has been taken
- Risks are uniquely identified, including information about which product they refer to
- Access to the Risk Register is controlled and it is kept in a safe place.

<b>RISK REGISTER</b>				<b>FORM [029]</b>			
				<b>Ref:</b>		<b>Version:</b>	
<b>Programme Name:</b>				<b>Project Name:</b>			
<b>Risk Identifier:</b> [A unique reference for every risk entered into the Risk Register e.g. 0001]		<b>Risk Description:</b> [In terms of the cause, event (threat or opportunity) and effect (description in words of the impact)]				<b>Risk Category:</b> [Type of risk in terms of the project's chosen categories (e.g. schedule, quality, legal)]	
<b>Probability:</b> [These should be recorded in accordance with the project's chosen scales]		<b>Impact:</b> [These should be recorded in accordance with the project's chosen scales]		<b>Expected Value:</b> [These should be recorded in accordance with the project's chosen scales]		<b>Proximity:</b> [How close to the present time the risk event is anticipated to happen]	
<b>Pre-Response</b> [Estimate the inherent values (pre-response action)]	<b>Post-Response</b> [Estimate the residual values (post-response action)]	<b>Pre-Response</b> [Estimate the inherent values (pre-response action)]	<b>Post-Response</b> [Estimate the residual values (post-response action)]	<b>Pre-Response</b> [Estimate the inherent values (pre-response action)]	<b>Post-Response</b> [Estimate the residual values (post-response action)]		
<b>Risk Response Category:</b> [How the project will treat the risk – in terms of the project's chosen categories e.g. - For threats: avoid, reduce, fallback, transfer, accept, share - For opportunities: enhance, exploit, reject, share]							
<b>Risk Response:</b> [Actions to resolve the risk (should be aligned to the chosen response categories. Note that more than one risk response may apply to a risk)]							
<b>Date Registered:</b> [Date the risk was identified]		<b>Risk Author:</b> [Person who raised the risk]		<b>Risk Owner:</b> [Person responsible for managing the risk]		<b>Risk Actionee:</b> [Person(s) who will implement the action(s) described in the risk response]	
<b>Risk Status:</b> [Active or Closed]							