**Alternative layout for a risk register and risk information sheet**

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| Project: | | | |
| Author: | Risk No: | Date: | Issue No: |
| Date raised: | | Initial priority: |  |
| Description of activity: *A brief description of the activity or area, giving the main inputs and outputs of the activity, work function involved and dependencies on the activity starting.* | | | |
| Nature of risk: *A brief description of what could go wrong.* | | | |
| Causes of risk: *A brief description of what may cause the risk to happen.* | | | |
| Likelihood: | Impact: | | Ownership: |
| Responses - risk reduction measures: *A brief description of the measures, if any, that are available to prevent or contain the risk to a minimum and where there are options, which measure(s) would initially be selected.* | | | |
| Secondary risks: *Highlights any secondary risks which may occur as a result of invoking preventative measures and any responses.* | | | |
| Responses - fallback plans: *A brief description of any alternative activities that could be adopted to overcome the risk.* | | | |
| Secondary risks: *Highlights any secondary risks which may occur as a result of invoking the fallback plan* | | | |
| Latest decision to implement fallback plans: *Indicate the latest date the fallback plan can be invoked without delaying the overall project, or the extent of the delay if unavoidable.* | | | |

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| **Project:** | | | | **Project Manager:** | | | **Date:** | |
| Risk No | Description | Likelihood | Impact | Strategy | Previous status | Current status | Date closed | Owner |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3, etc |  |  |  |  |  |  |  |  |
| Risk status: Red = Active & impacting project; Amber = Active but contained without impact to cost & schedule; Green = not yet active. | | | | | | | | |

*Table 7.7: Template for a summary risk register*