

THE RISK REGISTER TEMPLATE  
abbtRSKTPL001

A Risk is something that has not yet occurred and if it did would have an impact on the successful delivery of the Project, Programme or Service.

RISK NUMBER		RISK DESCRIPTION FIELDS										ACTIONS TO MANAGE RISK	
Team Code	Seq No.	Team Name	Risk Summary Description (Index of RMP)	Risk Description Continued	Originator	Raised Date	TARGET Proximity	Prob	Impact	RISK SCORE	Impact Code	Countermeasures	
abbt	001	Abbermist Limited	ROW TO CARRY FORMULA - Retain formulae but overwrite the rest with your own data.					5	5	25	BusSys		

DO NOT INSERT EMPTY RECORDS ABOVE HERE - DO NOT PREALLOCATE RISK NUMBERS.

Ready NUM

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abbtRSKTPL001

A Risk is something that has not yet occurred and if it did would have an impact on the successful delivery of the Project, Programme or Service.

Supplementary Information (e.g. History & Metrics)	RMP Pr'ty	Next Review Date	Team Top Five	Links To other risks	Risk Owner (Process Owner)	Risk Action Owner	Risk Action Owners Team	Escalation Code	Response Type	Response Description	GRID No.	RAG (Grid Colour)	Date of Update	Status	Date Complete	Residual Risk	RBS Risk Category	RBS Risk Sub Category
	1										001							

NUMBERS.

Ready NUM

Cell: A2

**Comment:** The Risk Number is comprised of two parts - "Team Code" and "Seq No."

Cell: C2

**Comment:** This is a formula driven field. Do NOT enter any data here.

Cell: F2

**Comment:** Name of the individual requiring the risk to be registered.

Cell: G2

**Comment:** Date Risk first entered onto this register.

Cell: H2

**Comment:** The date before which the risk mitigating actions must be successfully implemented.

Cell: I2

**Comment:** "PROJECT Probability"

Defined as the level of certainty of the risk occurring.

Probability Score

5	=	Very High	90-99%
4	=	High	70-89%
3	=	Medium	50-69%
2	=	Low	30-49%
1	=	Very Low	1 - 30%

Cell: J2

**Comment:** "PROJECT Impact"

Defined as the impact on cost, schedule (timescales and resources required) and quality (ability to meet objectives or support the critical success factors).

Impact Score

5	=	catastrophic impact	> 75% of budget or > three months delay or critical requirements will not be met.
4	=	major impact	30% to 75% of budget or < three months delay or a few key parameters will not be met.
3	=	moderate impact	10% to 30% of budget or < two months delay or a few key requirements will not be met.
2	=	minor impact	3% to 10% of budget or < two weeks delay or a few desirable requirements will not be met.
1	=	insignificant	< 3% of budget or < two days delay or will meet all requirements

Cell: K2

**Comment:** A calculated field = Probability X Impact. The HIGHER the number the GREATER the PRIORITY.

Cell: L2

**Comment:** Project impact codes are Cost (C), Quality (Q) and Schedule (S). Select from pick list in field below.  
The pick list also includes 'Business Impact' codes (e.g. BusAaa) .

Cell: O2

**Comment:** Can be set manually to override automated priority to further raise Risk Priority. Setting this will place the risk into the body of the Risk Management Plan which is generated by the "RMP" button at top left of this register.

Cell: U2

**Comment:** An individual with the ability and authority to determine/agree the suggested countermeasure and determine when the countermeasure has been successfully completed.  
Initially suggested by 'raiser'. To be confirmed at team leader or higher level ASAP after registration.( see "Escalation")

Cell: W2

**Comment:** Provided to allow teams to determine full range of actions required of its team members.

Cell: X2

**Comment:** A validated field.

PO complete this when advised by authorised person that a risk is to be escalated. Examples - a risk can be Escalated to an Issue or reported to a higher management level for discussion.

There are two generic types of risk:

1 Business Risk 2 Effecting Business Objectives

Project Management Risk Effecting COST and/or QUALITY and/or SCHEDULE

Each of the above will, if necessary, be discussed and resolved in the appropriate forums the codes for which are:

"CorrM" = Corridor Manager

"AreaM" = Area Manager

"AreaB" = Area Board

"Strg" = Steering Group

"Director" = Director

"Issue" = Issue Register

"SPB" = Streets Programme Board

"SCU" - Streets Coordination Unit

Cell: Y2

**Comment:** Transfer, Tolerate  
Take Action, Terminate

**Cell:** Z2

**Comment:** Eliminate, Share, Reduce possibility or consequence

**Cell:** AA2

**Comment:** DO NOT REMOVE. These numbers are referred to by the risk assessor grid and used when "Resetting Register' after production of the Grid or Risk Management Plan.

**Cell:** AB2

**Comment:** ACTION STATUS

Red - Action plan not proceeding as planned, issues encountered.

Amber - Potential for slippage in action plan.

Green - Implementation of actions proceeding as planned.

Blue - Risk mitigated. Action plan completed this period.

Risks reported as BLUE should be changed to BLANK when report has been seen and accepted

**Cell:** AD2

**Comment:** Validated field. NORMALLY EMPTY UNTIL:

Parked = awaiting further developments

Issue = also on Issue Register.

Resolved = risk mitigated successfully.

Closed = risk no longer apparent.

**Cell:** AE2

**Comment:** Date when Risk either resolved or closed.

**Cell:** AF2

**Comment:** Any matters arising/ remaining after risk has been mitigated removed.

Or, the level of risk expected to remain after control actions/ countermeasures have been applied.

**Cell:** AH2

**Comment:** Risk Categories are:

Procurement, Project Specific, Client Specific, Environment, External Influences

**Cell:** AI2

**Comment:** Sub Categories are:

Complexity of Contract Structure

Contractor Capabilities

Degree of Innovation

Design Complexity

Dispute and Claims Occurred

Economic

Environmental Impact

Funding Availability

Government Guidelines

Inadequacy of the Business Case

Information management System

Large Number of Stakeholders

Late Contractor Involvement in Design

Legislation / Regulations

Others (specify)

Permits / Consents / Approvals

Political

Poor Project Intelligence

Project Management Team

Public Relations

Site Characteristics

Technology

**Cell:** A3

**Comment:** Validated abbreviated team code.

Select appropriate code immediately on registration of a Risk.

When used in conjunction with the "Seq No." it provides the unique Risk number.

See pick list in each cell.

**Cell:** B3

**Comment:** To generate latest number use Autofilters. Select and filter out appropriate "Team Code". Click autofilter on "Seq No." to view list of all risks raised by that team showing all numbers used. Use next number in sequence.

**Cell:** D3

**Comment:** A single, one line entry will ensure that the risk is stated clearly.

This will become the index item for the Risk Management Plan.

**Cell:** E3

**Comment:** Expand the description of the risk here.

**Cell:** K3

**Comment:** This is a formula driven field. Do NOT enter any data here.

**Cell:** L3

**Comment:** Business Impact codes definitions are held in this register. Click Link to go to listing.

**Cell:** M3  
**Comment:** Actions which when complete will mitigate, eliminate, reduce or transfer the risk.

**Cell:** N3  
**Comment:** History & Performance Metrics.  
What has happened recently can be added here along with a description of the means of measuring the effectiveness of the countermeasure.

**Cell:** P3  
**Comment:** Next review / update required

**Cell:** S3  
**Comment:** Insert 1 , 2, 3, 4 or 5 to indicate your top five risks and their priority that will be reported in the monthly project report.