

Risk register

Project name:	<i>Enter the project ID.</i>
Date of update:	<i>Always fill in the date of the last change to the document.</i>

Identification of risks					How we will behave towards the risk		How we will behave if the risks transform into reality		
ID	Risk description	Risk owner	Probability (1-lowest, 5-highest)	Impact (1-lowest, 5-highest)	Score (1 to 25)	Response	Response plan, adopted measures	Trigger (how we find out that the risk has become reality)	Plan of corrective actions (the scenario we will realise if the risk occurs)
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Risk quantification matrix:

Area		1 - Very small impact	2 - Small impact	3 - Medium impact	4 - High impact	5 - Very high impact
Cost increase		<5%	<10%	<20%	<40%	>40%
Extension of duration		<10%	<20%	<40%	<80%	>80%
Extent		Small change in the extent of a single area	Several small changes of extent	Large extent change	The change of the project's result will not be acceptable for the submitter	The project's output will be useless
Quality		Minor problems in a single area	Minor problems in several areas	Large problems with the quality of outputs	Significant shortcomings in quality, unacceptable for the submitter	The project's output will be useless