

RISK REGISTER — COMPLETED EXAMPLE

Likelihood and Impact use a 1–5 scale. Score = Likelihood × Impact. Severity defaults: Low 1–4, Moderate 5–9, High 10–16, Critical 17–25.

Risk ID	Date	Risk description	Category	Cause	Consequence / impact	L	I	Score	Severity	Owner
R-001	09/01/2026	Registration integration may miss the content-freeze date.	Schedule	Vendor API access is one week late.	Launch testing window could shrink.	4	5	20	Critical	Morgan Lee
R-002	09/03/2026	Volunteer training materials may not be ready for rehearsal.	Resource	Subject-matter review is behind schedule.	Rehearsal could use an outdated process.	3	3	9	Moderate	Alex Rivera
R-003	09/05/2026	Print vendor may deliver directional signs late.	Vendor	Proof approval was delayed.	Setup may start without signage.	2	4	8	Moderate	Jamie Chen

Page 1 records the risk and inherent score. Continue the same Risk ID on page 2 for response and residual risk.

RISK RESPONSE & RESIDUAL RISK

Residual ratings are entered manually after considering the planned response. The template does not invent a mitigation-effectiveness percentage.

Risk ID	Mitigation / response	Trigger / warning sign	Due / review	Status	Residual L	Residual I	Residual score	Residual severity	Notes
R-001	Run daily integration checkpoints and prepare a manual fallback.	No successful test payload by Sep 10.	09/11/2026	Mitigating	2	3	6	Moderate	Fictional example.
R-002	Prioritize essential steps and schedule focused review.	Draft unapproved three days before rehearsal.	09/14/2026	Monitoring	2	2	4	Low	Fictional example.
R-003	Approve proof and prepare a local print backup.	Shipment not dispatched by Sep 16.	09/16/2026	Open	1	3	3	Low	Fictional example.

Template defaults are not universal standards. Adapt ratings, thresholds, escalation rules, privacy controls, and retention to your approved project process.