Risk Register Template

Kory Kaai · korykaai.com/resources

Overview

Use this risk register to track project risks before they become project problems.

Who this is for

IT project managers and delivery leads managing scope, timeline, and stakeholder risk.

When to use it

At kickoff and updated weekly during active delivery.

Template

```
Risk Register Template

Risk ID:
Risk description:
Category:
Impact:
Probability:
Risk level:
Owner:
Mitigation plan:
Trigger:
Status:
Date identified:
Last updated:
```

Example

```
Risk: Client document upload may fail on mobile devices.

Impact: High
Probability: Medium

Mitigation: Test uploads on iPhone, Android, tablet, and desktop before launch.
Limit file types and show clear error messages.
```

Closing note

Risk tracking is not about being negative. It is about protecting the project from preventable problems.

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