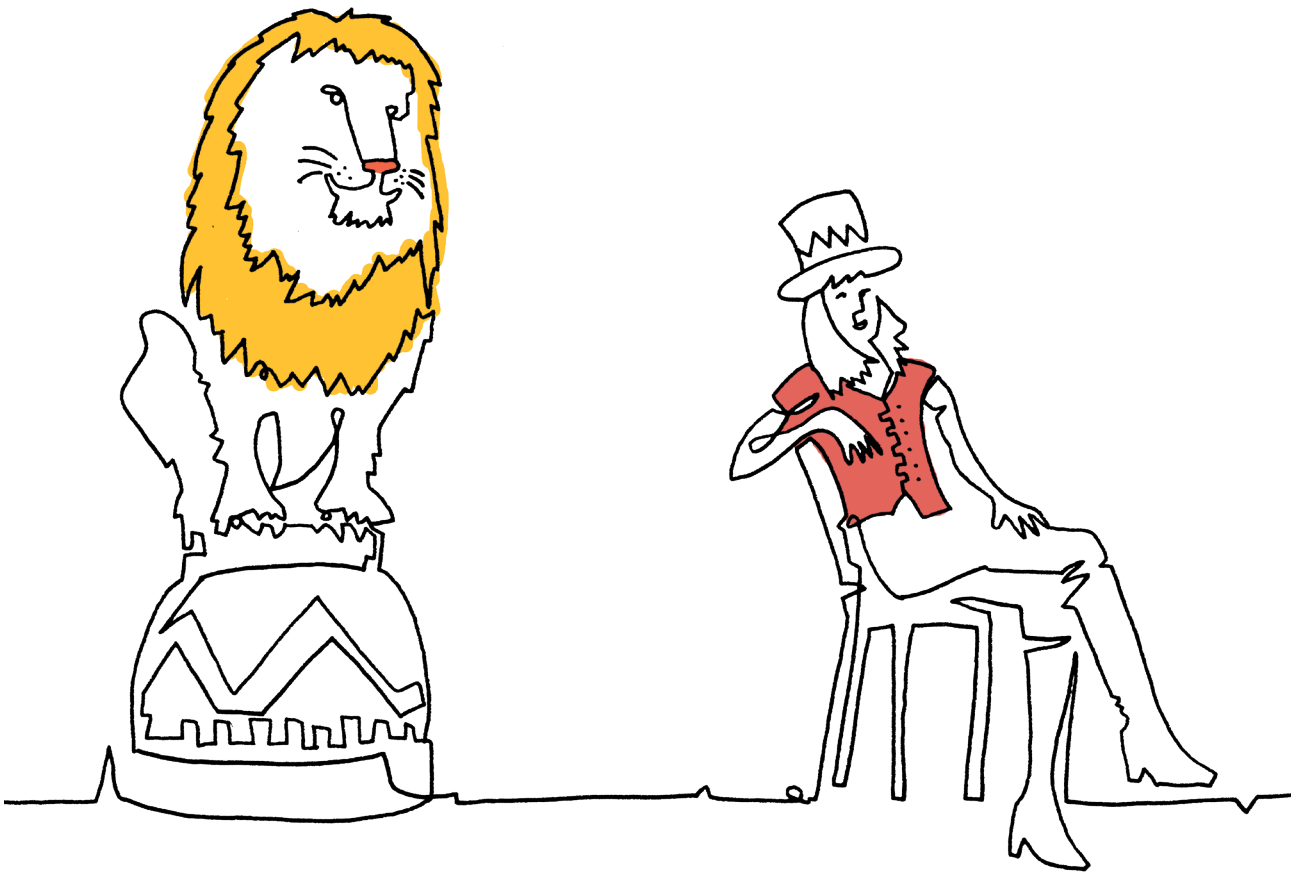# Future Talent Learning

# Creating a
# Risk Register

Whether we're leading a project, a team or an entire organisation, it's essential to understand the risks we face, how they might impact us and what we can do to manage or mitigate them. That's what **risk management** is all about. When we have the key stages of the risk management process in place, we can capture and summarise them using a risk register or a risk log.

A risk register is a simple document that gives us an overview and summary of the risks we've identified and assessed. It's a visual prompt to help us priories the risks we face and how we plan to address them.

## It includes things like:

- the list of risks, perhaps ordered by category;
- a description of each;
- the probability of it happening, the impact of the risk and an aggregate score/priority level
- the response (mitigation) we'll take;
- the risk owner: who is responsible for managing and reviewing that risk.

Alongside the register, a colour coded risk assessment matrix can help us to see immediately which of the risks we need to prioritise. For example, if we have identified the loss of a key team member as a risk, and, using a 1-5 scale, we analyse the likelihood of that happening as a 4, and its impact as a 5, then the overall score for that risk is 20, giving it a high priority on our matrix. This might compare with another risk that has a probability of 2 and an impact score of 3, giving a total score of 6 – clearly a less significant risk, with a low priority on the matrix.

The priority colour coding you choose to use will vary depending on your range of risks and how you choose to assess and manage them.
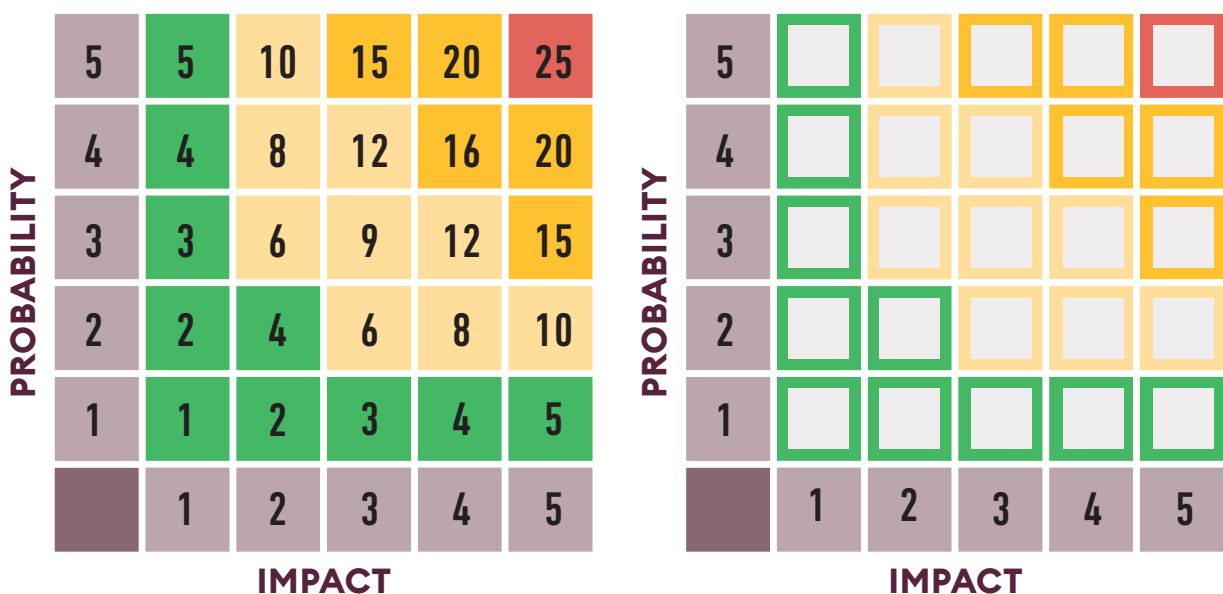
Once the analysis is done, the registers themselves are sometimes organised by risk priority too, with high-ranking risks appearing first within each category.

Note that a risk register needs to be living document, regularly reviewed and adjusted as circumstances change, the priority or impact level of risks ebbs and flows and new risks are identified and assessed.

You can download and customise the following templates to create your own risk register.

## Risk assessment matrix

Use this template to create your own colour coded priorities. For example, maybe everything with a score above 20 will be a high, red-flag risk for you.

| PROBABILITY | | | | | |
|---|---|---|---|---|---|
| 5 | 5 | 10 | 15 | 20 | 25 |
| 4 | 4 | 8 | 12 | 16 | 20 |
| 3 | 3 | 6 | 9 | 12 | 15 |
| 2 | 2 | 4 | 6 | 8 | 10 |
| 1 | 1 | 2 | 3 | 4 | 5 |
| | 1 | 2 | 3 | 4 | 5 |

**IMPACT**

| PROBABILITY | | | | | |
|---|---|---|---|---|---|
| 5 | | | | | |
| 4 | | | | | |
| 3 | | | | | |
| 2 | | | | | |
| 1 | | | | | |
| | 1 | 2 | 3 | 4 | 5 |

**IMPACT**

# Risk register

| RISK DESCRIPTION | IMPACT DESCRIPTION | IMPACT LEVEL | PROBABILITY LEVEL | PRIORITY LEVEL | MITIGATION NOTES | OWNER |
|---|---|---|---|---|---|---|
| Brief summary of the risk | What will happen if the risk is not mitigated or eliminated | Rate: 1 (low) to 5 (high) | Rate: 1 (low) to 5 (high) | Impact x probability Address the highest first | What can be done to lower or eliminate the impact or probality | Who's responsible? |
| | | 5 | 5 | 25 | | |
| | | 4 | 5 | 20 | | |
| | | 3 | 5 | 15 | | |
| | | 4 | 4 | 16 | | |
| | | 3 | 4 | 12 | | |
| | | 2 | 4 | 8 | | |
| | | 5 | 1 | 5 | | |
| | | 2 | 1 | 2 | | |
| | | 1 | 1 | 1 | | |