
Risk Register

Sanitized PM Artifact Sample

Version	1.0
Document Owner	Project Manager
Review Cadence	Weekly
Status	Active
Date	07 April 2026

1. Purpose

This register is used to identify, assess, and manage delivery risks before they become active issues. It helps maintain visibility of project exposure, assigns ownership, and supports timely mitigation and escalation.

Usage Note
This sample is designed for website download use. The structure is realistic, but the entries are sanitized and simplified. In practice, the register may also include linked milestones, residual risk, escalation status, and references to decision or issue logs.

2. Risk Scoring Reference

Probability

- Low - unlikely under current conditions
- Medium - plausible if signals continue
- High - likely without intervention

Impact

- Low - limited effect on local work only
- Medium - visible effect on milestone confidence or coordination
- High - material impact on delivery timing, readiness, or stakeholder alignment

Severity

- Low - monitor
- Medium - active mitigation required
- High - escalation or contingency planning required

3. Active Risk Register

Risk ID	Risk Title	Category	Pro b.	Impa ct	Sev.	Owner	Mitigation	Contingency	Trigger / Early Signal	Status	Review
R-01	External dependency delay	Dependency	Med	High	High	Project Manager	Track weekly, confirm owner, escalate if date confidence drops.	Re-sequence milestone scope and isolate blocked items.	No confirmed owner; dates remain tentative; repeated follow-up needed.	Open	07 Apr 2026

Risk ID	Risk Title	Category	Prob.	Impact	Sev.	Owner	Mitigation	Contingency	Trigger / Early Signal	Status	Review
R-02	Requirements remain ambiguous	Scope	Med	Med	Med	Operations Lead	Run focused clarification sessions and confirm decisions early.	Freeze uncertain items and move them to controlled follow-up scope.	Contradictory interpretations; unresolved comments; repeated clarification loops.	Open	07 Apr 2026
R-03	Stakeholder alignment weakens	Stakeholder	Med	High	High	Sponsor / PM	Use structured review points and decision summaries.	Escalate for sponsor decision and reset scope interpretation.	Late objections; mixed approval language; disagreement on what "done" means.	Open	07 Apr 2026
R-04	Release readiness judged too late	Release / Quality	Med	High	High	QA / PM	Introduce readiness checklist early and review before final stage.	Delay go-live decision until evidence is complete.	Testing status unclear; open defects unresolved; no sign-off path confirmed.	Open	07 Apr 2026
R-05	Key specialist becomes bottleneck	Resource	Med	Med	Med	Functional Lead	Rebalance workload, confirm backup support, sequence work earlier.	Reduce scope for current milestone and re-forecast timing.	Repeated waiting on one owner; review tasks pile up; delayed handoffs.	Open	07 Apr 2026
R-06	Status remains cosmetically green	Governance / Control	Low	High	Med	Project Manager	Use milestone confidence checks and explicit blocker review.	Trigger management review and re-baseline confidence openly.	On track language without evidence; unresolved risks omitted from status.	Open	07 Apr 2026

Risk Category Reference timeline dependency resource scope stakeholder quality release readiness governance / control	Weekly Review Questions • Did any probability or impact level change? • Did any risk become an active issue? • Is mitigation progressing or stalled? • Does any risk now threaten milestone confidence? • Is escalation required?	Escalation Rule Escalate when severity becomes high, mitigation is blocked, milestone timing is threatened, or a cross-team dependency remains unresolved beyond the agreed review point. Issue Conversion Rule A risk moves into the Issue / Blocker Log when the negative event has already occurred and active resolution tracking is needed.
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