Risk Register

Risk Register: {{PROJECT_NAME}}

> **Project:** {{PROJECT_NAME}} **Version:** {{VERSION}} **Date:** {{DATE}} **Author:** {{AUTHOR}} **Status:** Draft | In Review | Approved **Reviewers:** {{REVIEWERS}}

Document History

Version	Date	Author	Changes
0.1	{{DATE}}	{{AUTHOR}}	Initial draft

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1. Risk Identification Methodology

Identification Methods Used:

- ☐ Team brainstorming session (Date: {{DATE}}, Participants: {{PARTICIPANTS}})
- ☐ Lessons learned review from previous projects
- ☐ Risk category checklist (see Section 2)
- ☐ Stakeholder interviews
- ☐ Assumption analysis (see project charter)
- ☐ Technical spike / proof-of-concept findings

Initial Risk Assessment Date: {{DATE}} **Next Scheduled Review:** {{DATE}} **Risk Owner:** {{RISK_OWNER}} (typically the Project Manager)

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2. Risk Categories

Category	Description	Common Examples
Technical	Technology failures, integration issues, performance, security	API changes, infrastructure limits, unknown complexity
Resource	Team availability, skill gaps, capacity constraints	Key person sick leave, agent performance degradation
Client	Client-side decisions, availability, requirement volatility	Delayed approvals, changing priorities, unclear requirements
External	Third-party dependencies, regulatory changes, market shifts	API deprecation, GDPR change, competitor launch
Financial	Budget overruns, payment delays, cost estimates	Underestimated effort, currency exposure, vendor price change
Timeline	Schedule risks, deadline pressure, estimation errors	Milestone slip, hard deadline, dependency delays
Quality	Defect rate, technical debt, process failures	Insufficient testing, rushed delivery, poor documentation
Organizational	Internal politics, process changes, leadership decisions	Reprioritization, team restructure, tool changes

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3. Risk Probability & Impact Scale

3.1 Probability Scale

Level	Score	Definition	Example
Very Low	1	< 10% chance — rare, theoretical	Unknown-unknown
Low	2	10–30% chance — unlikely but possible	Historical precedent rare
Medium	3	30–50% chance — may occur	Has happened on similar projects
High	4	50–70% chance — likely to occur	Happens regularly
Very High	5	> 70% chance — almost certain	Happened before on this type

3.2 Impact Scale

Level	Score	Schedule Impact	Budget Impact	Quality Impact
Negligible	1	< 1 day	< 1%	Minor fix needed
Minor	2	1–3 days	1–5%	Some rework needed
Moderate	3	3–7 days	5–10%	Significant rework
Major	4	1–2 weeks	10–20%	Deliverable at risk
Critical	5	> 2 weeks	> 20%	Project failure risk

3.3 Risk Matrix (Probability × Impact)

```
         IMPACT →
         1(Neg) 2(Min) 3(Mod) 4(Maj) 5(Crit)
P  5(VH) |  5  |  10  |  15  |  20  |  25  |  ← CRITICAL ZONE (≥15)
R  4(H)  |  4  |   8  |  12  |  16  |  20  |
O  3(M)  |  3  |   6  |   9  |  12  |  15  |
B  2(L)  |  2  |   4  |   6  |   8  |  10  |  ← MEDIUM ZONE (5-14)
↑  1(VL) |  1  |   2  |   3  |   4  |   5  |  ← LOW ZONE (≤4)
```

Score	Risk Level	Response Required	Escalation
1–4	LOW	Monitor; review monthly	PM awareness
5–9	MEDIUM	Active mitigation plan required	PM + Tech Lead
10–14	HIGH	Immediate action + weekly review	PM + John
15–25	CRITICAL	Emergency response; may stop project	John + Alem

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4. Risk Appetite Statement

Overall Risk Appetite: {{LOW | MEDIUM | HIGH}}

Risk Category	Appetite	Rationale
Technical	Medium	Innovation requires technical experimentation
Financial	Low	Budget is fixed; overruns require CEO approval
Quality	Low	Client satisfaction is core to ALAI brand

Risk Category	Appetite	Rationale
Timeline	Medium	Some schedule flexibility acceptable if quality maintained
Security	Very Low	Zero tolerance for data breaches or compliance violations
Regulatory	Very Low	Legal exposure is unacceptable

Maximum Acceptable Risk Exposure: Score ≤ 9 without escalation to John. **Escalation Threshold:** Any risk scoring ≥ 10 must be reported to John within 24 hours.

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5. Active Risk Register

ID	Risk Description	Category	Prob (1-5)	Impact (1-5)	Score	Response Strategy	Owner	Trigger Indicators	Status	Date Identified	Review Date
R-001	{{RISK_DESCRIPTION}}	Technical	{{1-5}}	{{1-5}}	{{SCORE}}	Mitigate	{{OWNER}}	{{TRIGGER}}	Open	{{DATE}}	{{DATE}}
R-002	Key client contact unavailable for approvals	Client	3	4	12	Mitigate	PM	Slow email responses; missed meetings	Open	{{DATE}}	{{DATE}}
R-003	Third-party API deprecates required endpoint	External	2	5	10	Mitigate	Tech Lead	Vendor change log; API versioning notice	Open	{{DATE}}	{{DATE}}
R-004	Scope creep from undiscovered requirements	Client	4	3	12	Mitigate	BA/PM	Frequent "small" change requests	Open	{{DATE}}	{{DATE}}

ID	Risk Description	Category	Prob (1-5)	Impact (1-5)	Score	Response Strategy	Owner	Trigger Indicators	Status	Date Identified	Review Date
R-005	Performance targets not met under load	Technical	3	4	12	Mitigate	Tech Lead	Slow response in dev testing	Open	{{DATE}}	{{DATE}}
R-006	{{RISK_DESCRIPTION}}								Open	{{DATE}}	{{DATE}}
R-007									Open		
R-008									Open		

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6. Risk Response Strategies

Risk ID	Strategy	Response Actions	Contingency Plan	Resources Required
R-001	{{STRATEGY}}	1. {{ACTION_1}}; 2. {{ACTION_2}}	{{CONTINGENCY_IF_RISK_OCCURS}}	{{RESOURCES}}
R-002	Mitigate	1. Identify backup decision-maker; 2. Set approval deadlines in contract; 3. Async approval process	Escalate to John → client sponsor	PM time: 2h/week
R-003	Mitigate + Accept	1. Abstract API calls behind service layer; 2. Monitor vendor changelog; 3. Build integration tests	Switch to alternative vendor; allocate 3-day buffer	Tech Lead: 1 day setup
R-004	Avoid + Mitigate	1. Detailed BRD sign-off before development; 2. Formal change request process enforced; 3. Weekly scope review	Raise change request; negotiate timeline/budget	BA: 2h/week scope monitoring

Response Strategy Definitions

Strategy	When to Use	Action
Avoid	High score + feasible to eliminate	Change plan to remove the risk source
Mitigate	Cannot avoid; must reduce probability or impact	Implement controls, monitoring, early warning systems
Transfer	Risk can be shared with third party	Insurance, contractual liability transfer, outsourcing
Accept (Active)	Low score; mitigation cost > risk cost	Monitor and create contingency plan
Accept (Passive)	Negligible score	Acknowledge, no action required
Escalate	Exceeds project authority or appetite	Raise to John / Alem / client sponsor

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7. Risk Heat Map

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quadrantChart
    title Risk Heat Map — {{PROJECT_NAME}}
    x-axis Low Impact --> High Impact
    y-axis Low Probability --> High Probability
    quadrant-1 "CRITICAL — Immediate Action"
    quadrant-2 "HIGH — Active Management"
    quadrant-3 "LOW — Monitor"
    quadrant-4 "MEDIUM — Watch"
    R-001: [0.7, 0.5]
    R-002: [0.6, 0.5]
    R-003: [0.8, 0.3]
    R-004: [0.5, 0.7]
    R-005: [0.7, 0.5]
```

> *Update coordinates as Probability/Impact scores change. X = Impact/5, Y = Probability/5.*

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8. Escalation Thresholds

Threshold	Action	Responsible	Timeframe

Any new risk Score ≥ 15	Immediate escalation to John + Alem	PM	Within 4 hours of identification
Any existing risk score increases by ≥ 5	Escalate to John	PM	Within 24 hours
> 3 risks at Score ≥ 10 simultaneously	Emergency risk review meeting	PM + John	Within 48 hours
Any risk triggers its contingency plan	Notify all stakeholders	PM	Immediately
Risk causes milestone slip > 3 days	Formal change request + escalation	PM	Within 24 hours

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9. Risk Review Schedule

Frequency	Activity	Participants	Output
Weekly (Sprint Planning)	Review all active risks, update scores/status	PM, Tech Lead	Updated register
Sprint Retrospective	Identify new risks; close resolved risks	Full team	New risks added
Monthly	Full risk register review + heat map update	PM, John	Risk report to stakeholders
Ad-hoc	New risk identified (any time)	Risk identifier + PM	New risk logged within 24h
Milestone	Risk review before each major milestone	PM, Tech Lead, John	Go/no-go input

Review Log

Date	Reviewer	Risks Reviewed	New Risks Added	Risks Closed	Key Changes
{{DATE}}	{{NAME}}	{{COUNT}}	{{COUNT}}	{{COUNT}}	{{SUMMARY}}

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10. Closed / Accepted Risks Archive

ID	Risk Description	Resolution Type	Resolution Notes	Date Closed
R-999	Example: Third-party payment provider delays	Mitigated	Switched to backup provider; no impact	{{DATE}}

Approval

Role	Name	Date	Signature
Author			
Reviewer			
Project Manager			
AI Director (John)			
Project Sponsor			

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