Project Risk Register

Record project risks and active issues with an owner, likelihood, impact, and a concrete response.

Project: Autumn launch | Review date: October 29, 2026 | Fictional sample data

Risk / issue	Owner	Likelihood	Impact	Status	Response / next step
Risk: supplier delay affects launch	Robin	Medium	High	Open	Confirm backup supplier by Friday
Issue: test account is unavailable	Sam	High	Medium	Open	Ask account owner for access
Risk: guide needs additional review	Alex	Medium	Medium	Watching	Reserve reviewer time
Risk: missing launch asset	Jamie	Low	High	Mitigated	Keep approved backup asset

Illustrative example. Replace the sample data with your team's information. Editable version included as a separate Excel download.

Free to adapt and share within your team. Not for resale or redistribution as a template collection.

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Record project risks and active issues with an owner, likelihood, impact, and a concrete response.

Team / project: _____ Period / date: _____

Risk / issue	Owner	Likelihood	Impact	Status	Response / next step

Blank worksheet - calculate totals manually. The Excel file includes automatic summaries.

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