

RISK MANAGEMENT LIST — Risk Register

Template T-15 · Chapter 10: Risk Management · radimkaufmann.com

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|---------|--|-----------------|--|-------------|
| Project | | PM / Risk Owner | | Review Date |
|---------|--|-----------------|--|-------------|

Probability & Impact Scale: 1=Very Low 2=Low 3=Medium 4=High 5=Very High | Risk Score = Probability × Impact | Rating: Critical ≥16 High 9–15 Medium 4–8 Low 1–3 | Strategy

| ID | Category | Risk Description | Trigger / Early Warning | Prob (1-5) | Impact (1-5) | Score (P×I) | Rating | Strategy | Response Action | Owner |
|------|-------------|--|---|------------|--------------|-------------|----------|----------|---|--------------|
| R-01 | Scope | Underdefined requirements lead to scope creep during execution | Frequent change requests in planning phase | 5 | 4 | 20 | Critical | Avoid | Conduct thorough requirements workshop; freeze scope before execution kickoff | PM / BA |
| R-02 | Schedule | Key developer unavailable due to illness or resignation | Team member absence >3 days; no backup named | 3 | 5 | 15 | High | Mitigate | Document knowledge; cross-train backup resource; add float to schedule | PM |
| R-03 | Budget | Vendor costs exceed contracted price due to change orders | First vendor invoice higher than PO value | 4 | 4 | 16 | Critical | Transfer | Fixed-price contract with penalty clause; change order approval process | PM / Legal |
| R-04 | Technical | System integration fails between ERP and new platform | API handshake errors in integration test | 4 | 5 | 20 | Critical | Mitigate | Early integration spike; dedicated integration testing environment; rollback plan | Architect |
| R-05 | Stakeholder | Customer delays acceptance testing causing schedule slip | Customer UAT team not resourced on time | 3 | 4 | 12 | High | Mitigate | Agree UAT resource plan in project charter; weekly customer alignment calls | PM |
| R-06 | Compliance | Regulatory change invalidates current design approach | Regulatory body announcement / consultation | 2 | 5 | 10 | High | Avoid | Monitor regulatory pipeline; include compliance review gate in planning phase | PM / Legal |
| R-07 | Quality | Inadequate testing time compresses quality assurance | Schedule pressure forcing UAT shortcut | 3 | 4 | 12 | High | Mitigate | Protect UAT buffer in schedule; define minimum exit criteria for UAT | QA Lead |
| R-08 | Resource | External vendor underperforms against SLA | Missed milestone by vendor; quality below spec | 3 | 4 | 12 | High | Transfer | Performance KPIs in contract; monthly vendor review; escalation process | PM / Vendor |
| R-09 | Technology | Cloud infrastructure outage impacts development environment | Service degradation alert from cloud provider | 2 | 3 | 6 | Medium | Accept | Local dev environment backup; disaster recovery playbook documented | IT Architect |
| R-10 | Change | Organizational resistance to new system from end users | Negative feedback in training sessions; low adoption rate | 4 | 3 | 12 | High | Mitigate | Early engagement; change ambassador program; phased rollout with champions | Change Mgr |
| R-11 | Budget | Currency exchange rate fluctuation on foreign vendor payments | FX rate movement >5% from budget assumption | 2 | 3 | 6 | Medium | Transfer | Hedge contract in base currency; include FX buffer in contingency | PM / Finance |
| R-12 | Schedule | Regulatory approval takes longer than planned | No response from authority within expected window | 2 | 4 | 8 | Medium | Mitigate | Submit applications 6 weeks early; pre-consultation with authority | PM / Legal |

RISK SUMMARY

| | | | | | | | | | | |
|-------------|----|------------------------|---|-------------|---|--------------|---|-----------|---|------|
| Total Risks | 12 | Critical (≥ 16) | 3 | High (9-15) | 6 | Medium (4-8) | 3 | Low (1-3) | 0 | Open |
|-------------|----|------------------------|---|-------------|---|--------------|---|-----------|---|------|

From "Project Management: From Initiation to Closure" by Radim Kaufmann · radimkaufmann.com · Free download · Review risks weekly during execution — use v



gy: Avoid · Mitigate · Transfer · Accept

| Deadline | Res. Prob | Res. Impact | Status |
|---------------|-----------|-------------|-------------|
| Q1 W4 | 2 | 2 | Open |
| Ongoing | 2 | 3 | Open |
| Contract sign | 2 | 2 | Open |
| W8 | 2 | 3 | In Progress |
| Q2 W1 | 2 | 2 | Open |
| Quarterly | 1 | 4 | Open |
| W12 | 2 | 2 | Open |
| Monthly | 2 | 2 | Open |
| W2 | 1 | 2 | Accepted |
| Ongoing | 2 | 2 | Open |
| Contract | 1 | 2 | Open |
| W3 | 1 | 3 | Open |



| | | |
|----|----------------------|---|
| 10 | Closed/ Mitigated | 0 |
|----|----------------------|---|

with T-16 Risk Matrix