

Project risk register

Fictional worked example / Use your own task and evidence

Workshop registration opens November 16.

Objective: open workshop registration on November 16.

R-01 Room capacity may change

Event / consequence	If the venue confirms fewer than 40 places, registration capacity or the session plan must change.
Existing controls	Booking limit stays at zero until capacity is confirmed.
Likelihood / reason	Possible: seating plan is not confirmed.
Impact / reason	Major: the registration offer could change.
Response / owner / due	Morgan: request written capacity confirmation by November 5.
Trigger / fallback	If unconfirmed November 6 at noon, Casey asks about a second session.
Next review	Next review: November 6.
Status / evidence	Response assigned; confirmation outstanding.
Last review date	_____
Last review evidence	_____

R-02 Arrival instructions may be missing

Event / consequence	The draft email has no entrance instructions; registrants could receive incomplete arrival information.
Existing controls	Registration remains in test mode.
Likelihood / reason	Possible: the entrance field is still empty.
Impact / reason	Moderate: staff would need to contact affected registrants.
Response / owner / due	Casey: add confirmed instructions and run a test registration by November 9.
Trigger / fallback	If the test email is incomplete, keep registration closed.
Next review	Next review: November 10.
Status / evidence	Awaiting venue information.
Last review date	_____
Last review evidence	_____

Example impact key: Minor = correctable within the agreed plan; Moderate = work or communication must be replanned; Major = the registration offer or opening date may change. Likelihood labels: Unlikely / Possible / Likely. Agree definitions for the remaining preparation period before applying this sheet. These are example labels, not an industry standard.

A response is planned until its result is checked. Reassess after completion; keep the working spreadsheet and this review copy consistent manually.