Description		Pre-Resp. Probability	Pre-Response Impact				Response	Post-Resp. Probability	Post-Response Impact				Risk Owner	Action Owner	Status
Risk	Effect		Time	Cost	Quality	Other			Time	Cost	Quality	Other			

Simplified Risk Register Format

EXECUTIVE SUMMARY

SCOPE AND OBJECTIVES OF REPORT

PROJECT STATUS SUMMARY

OVERALL RISK STATUS

TOP RISKS, ACTIONS, AND OWNERS

DETAILED RISK ASSESSMENT
High/medium/low risks
Causal analysis (mapped to RBS)
Effects analysis (mapped to WBS)

CONCLUSIONS AND RECOMMENDATIONS

APPENDICES
COMPLETE RISK REGISTER
PRIORITIZED RISK LIST
(OTHER RESULTS AS REQUIRED)

FIGURE B-12: Sample Contents List

TIME ALLOWANCE (hours)	CONTENT
½	1. Introductions
3	2. Review current risks
1	3. Review draft risks
1	4. Consider new risks
–	5. Update Risk Register (done during step
½	6. Review risk process effectiveness
¼	7. Close workshop

FIGURE B-13: Sample Agenda for a Ma

TIME ALLOWANCE (hours)	CONTENT
¼	1. Introductions
2	2. Review red risks
½	3. Review draft risks

No.	Date ID'd	Description			Pre-Resp. Probability	Pre-Response Impact				Response	Post-Resp. Probability	Post-Response Impact				Risk Owner	Action Owner	Status
		Cause	Risk	Effect		Time	Cost	Quality	Other			Time	Cost	Quality	Other			

FIGURE B-11: Sample Simplified Risk Register Format

RBS LEVEL 0	RBS LEVEL 1	RBS LEVEL 2
0. PROJECT RISK	1. TECHNICAL RISK	1.1 Scope definition
		1.2 Requirements definition
		1.3 Estimates, assumptions, & constraints
		1.4 Technical processes
		1.5 Technology
		1.6 Technical interfaces
		1.7 Design
		1.8 Performance
		1.9 Reliability & maintainability
		1.10 Safety
		1.11 Security
		1.12 Test and acceptance
	2. MANAGEMENT RISK	2.1 Project management
		2.2 Program/portfolio management
		2.3 Operations management
		2.4 Organization
		2.5 Resourcing
		2.6 Communication
		2.7 Information
		2.8 HS&E
		2.9 Quality
		2.10 Reputation
	3. COMMERCIAL RISK	3.1 Contractual terms & conditions
		3.2 Internal procurement
		3.3 Suppliers and vendors
		3.4 Subcontracts
		3.5 Client/customer stability
		3.6 Partnerships and joint ventures
	4. EXTERNAL RISK	4.1 Legislation
		4.2 Exchange rates
		4.3 Site/facilities
		4.4 Environmental/weather
		4.5 Competition
		4.6 Regulatory
		4.7 Political
		4.8 Country
		4.9 Social/demographic
		4.10 Pressure groups
		4.11 Force majeure

FIGURE B-7: Sample Risk Breakdown Structure

DAY 1
Morning
1. Introductions
2. Confirm project objectives
3. Confirm scope of risk process for this workshop
4. Workshop ground rules
5. Risk management briefing (if required)
6. Expectations and Results
7. Identify risks
Brainstorm risks using the risk breakdown structure
Afternoon
Analyze assumptions and constraints to generate further risks
Standard risk checklist to identify any further/final risks
8. Rationalize risks
9. Describe risks using risk metalanguage
10. Record identified risks (during workshop or after meeting)
DAY 2
Morning
11. Explanation of assessment scheme (recap)
12. Assessment of probability and impacts
13. Risk categorization
Afternoon
14. Nomination of risk owners
15. *If time, develop initial responses to priority risks*
16. Close the workshop

FIGURE B-8: Sample Agenda for a First Risk Assessment/Two-Day Risk Workshop (Including Identification and Assessment Steps)