



AGENCY OPERATIONS

Project risk register template

A simple risk register for naming what could affect delivery, how likely it is, who owns it, and what happens next.

A practical worksheet from Stelaah

Use it, adapt it, and save it with the client work it supports.

HOW TO USE THIS

You want risks visible before they turn into emergencies.

WORK THROUGH THE CHECKLIST

- ☐ 01 **Describe the risk**

- ☐ 02 **Rate likelihood and impact**

- ☐ 03 **Name the owner**

- ☐ 04 **Choose a mitigation**

- ☐ 05 **Set a review date**

- ☐ 06 **Close or update the record**

Before you close this

Name one owner, one next action, and one date. A worksheet only helps when the next commitment is visible to the people doing the work.

Notes and decisions

Use this page to record what changes after you work through the checklist.

This practical workflow resource is not legal, financial, tax, or security advice. Adapt it to your team and circumstances.