Risk Register

Project Name: [Project Name]
Contract Number:

General Identification				Preconstruction Allocation of Responsibility					Initial Assessment of Impacts			Contractual Risk Allocation for Pricing Package									
Risk Register Event No.	STATUS (Active or Retired)	Applicable to Pricing Package No.	Description	Champion Entity	Champion Name 1	Champion Name 2	Risk Management Action Plan	Action Plan Review Date	Probability	Cost Impact (Dollars)	Schedule Impact (Days)	Department, Provisional, Progressive Contractor Risk	Provisional Sum or Progressive Contractor Contingency	Capped or Uncapped	Shared Provisional Sum? (Y/N)	Department Share (%)	Progressive Contractor Share (%)	Trigger to Access Provisional Sum	Required Mitigation	Provisional Sum Payment Method	Department Approval of Risk Register Event
Note 2		Note 3		Note 4			Note 5	Note 6	Note 7			Note 8						Note 9	Note 9	Note 9	Note 10

Preconstruction Management - Information not Included in Contractual Allocation.

Note

1 The fields in this group relate to general identification. This information and the other green cells will be the contractual information that gets included in a Pricing Package.

2 The Risk Register Event No. will be a unique ID that does not change. This ID will be used to reference supporting info and more detailed requirement that may need to be developed for a Risk Register Event.

3 This will allow risks to be sorted by Pricing Package.

4 The fields in this group are intended for preliminary management during the Preconstruction Phase. Early stages of risk management don't need to include contractual allocation as many risks will be retired.

5 Initially this may include very simple plans that can be retained in this Excel sheet. If more complex plans are needed they will be stored in an EDMS and referenced by the unique Risk Register Event No.

6 Conditional formatting can be applied to this column to show risk that are past their review date in different colors depending on how for past they are (red, yellow).

7 The fields in this group are intended for initial quantification of risks that are likely to be contractually allocated and included in a Pricing Package

8 The fields in this group represent the contractual allocation of the subject Risk Register Event.

9 These fields are likely to need to be more fully described in additional documentation that is retained in the EDMS. Another option may be to put that information on a different sheet. See other sheet as example.

10 In the event a Risk Register Event needs to be approved before inclusion in the Pricing Package Amendment the date of approval is identified here. Advanced allocation prior to Pricing Package Amendment may be necessary.