# Risk Register

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The purpose of a risk register is to identify, track and monitor project risks that might impact progress or outcomes. By identifying potential risks at an early stage, actions can be identified to reduce this impact. If you are undertaking a large fundraising project, completing a risk register is a key step that helps to assure potential funders your project is achievable and well thought out.

We have developed a template risk register you can use overleaf, with some examples below.

The template can be used to record specific risks or uncertainties. How likely it is that the risk will occur and what the impact of this on the project would be should be scored – 1 (low), 2 (Medium) and 3 (High). A risk hierarchy will be created by multiplying these scores together in column 4. Those with the highest score are likely to have the greatest impact on the project, enabling actions to be prioritized to mitigate against the risks identified. The document should be reviewed regularly as risks may change and additional ones may emerge as the project progresses.

**Score as follows for to manage likelihood & impact**

- **High = 3**
- **Medium = 2**
- **Low = 1**

| Risk / Uncertainty | Likelihood (High, Medium or Low) | Impact on Project (High, Medium or Low) | Likelihood x Impact score | Action to Mitigate | Who will manage this |
|---|---|---|---|---|---|
| Failure to comply with charity law requirements | Low = 1 | High = 3 (loss of reputation) | 3 | Check advice from diocese and charity commission websites. Ensure PCC members are up to date with requirements. | Emma – Treasurer |
| Contractor delays | Medium =2 | High = 3 | 6 | Allow sufficient time/gaps in project timeline. Ensure project team is kept up to date and plan B for delayed contractors is in place | John – project lead |

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