

FIELD DESIGNATION	EXPLANATION OF WHAT MUST BE ENTERED
Title	The title of the risk must be a brief description of the event that could occur, such as motor supplier going bankrupt.
Date	Date this registration was established.
Status	<p>The status of the risk must be entered here. The following possibilities could be imagined:</p> <ul style="list-style-type: none"> • Identified • Handled (i.e. consideration has been given to risk response) • Occurred (i.e., the event has actually occurred) • Concluded (i.e. when the risk is no longer a concern for the project – registration can subsequently be used as a learning point for forthcoming projects).
Date of occurrence	Date on which the event actually occurred.
Description of event	If the event occurs, it must be described more fully in this field. What was the cause of the event? How did it proceed? What happened and when? Who did what? What could we possibly have done differently? What did we learn for another occasion? The description should be such that it can be used as learning in forthcoming projects and as input for future risk analyses.
Risk consequence (C)	The consequence for the project if the risk materializes. Use a scale (see page 218).
Risk probability (P)	The probability that the risk will become reality. Use a scale (see page 305).
Risk factor (C*P)	A number that can be used to prioritize the risks identified.
Person responsible	The person in the project who is responsible for identifying and monitoring the risk registered. The same person must be on the lookout for any changes so that the risk can possibly be revised.
Risk response	<p>The way the project intends to respond to the risk should be entered here. The following possibilities could be imagined:</p> <ul style="list-style-type: none"> • Avoid the risk with the help of suitable measures (see below) • Transfer the risk to a third party such as an insurance company • Reduce the risk with the help of a suitable measure (see below) • Accept risk
Response costs	A description and/or registration of the costs connected with responding to the risk.
Measure	A description of which measure(s) the project has implemented to avoid or reduce the risk – both its probability and consequence.
Consequence areas	A description of the consequence the risk could have for the project if it occurs.
Consequence costs	A description and/or registration of the costs connected with the consequence of the risk.

FIGURE 4.96
Risk log – form for registering risks (predicted and realized).