

# Delivery Risk Register (Lightweight)

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**Project:** \_\_\_\_\_

**Last Updated:** \_\_\_\_\_

**Risk Owner:** \_\_\_\_\_

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## Risk Matrix

ID	Risk Description	Impact	Probability	Mitigation Strategy	Owner	Status
R001		H/M/L	H/M/L			Open/Mitigated/Closed
R002		H/M/L	H/M/L			Open/Mitigated/Closed
R003		H/M/L	H/M/L			Open/Mitigated/Closed
R004		H/M/L	H/M/L			Open/Mitigated/Closed
R005		H/M/L	H/M/L			Open/Mitigated/Closed

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## Impact Scale

- **High:** Threatens project delivery, major cost/schedule impact
- **Medium:** Manageable with effort, moderate impact
- **Low:** Minor inconvenience, minimal impact

## Probability Scale

- **High:** > 50% chance of occurring
- **Medium:** 25-50% chance
- **Low:** < 25% chance

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## Common Software Project Risks (Examples)

### R001: Key Person Dependency

**Description:** Critical knowledge held by single team member

**Impact:** High | **Probability:** Medium

**Mitigation:** Document architecture, pair programming, cross-training

**Owner:** Tech Lead

**Status:** Open

### R002: Third-Party Integration Complexity

**Description:** External API integration more complex than estimated

**Impact:** High | **Probability:** High

**Mitigation:** Spike work upfront, fallback options, vendor escalation plan

**Owner:** Integration Team Lead

**Status:** Mitigated

#### R003: Requirements Ambiguity

**Description:** User stories lack clear acceptance criteria

**Impact:** Medium | **Probability:** High

**Mitigation:** Refinement sessions, prototyping, frequent stakeholder demos

**Owner:** Product Owner

**Status:** Open

#### R004: Technical Debt Accumulation

**Description:** Shortcuts taken to meet deadlines impact future velocity

**Impact:** Medium | **Probability:** Medium

**Mitigation:** Reserve 20% sprint capacity for tech debt, regular refactoring

**Owner:** Engineering Manager

**Status:** Mitigated

#### R005: Cloud Cost Overruns

**Description:** Infrastructure costs exceed budget estimates

**Impact:** Medium | **Probability:** Medium

**Mitigation:** Cost monitoring dashboards, auto-scaling policies, budget alerts

**Owner:** DevOps Lead

**Status:** Mitigated

#### R006: Security Vulnerability in Dependencies

**Description:** Critical CVE in third-party library

**Impact:** High | **Probability:** Low

**Mitigation:** Automated dependency scanning, patch policy, security updates

**Owner:** Security Champion

**Status:** Closed

#### R007: Team Capacity During Holiday Season

**Description:** Reduced team availability Dec/Jan

**Impact:** Low | **Probability:** High

**Mitigation:** Adjust sprint planning, reduce commitments, stagger PTO

**Owner:** Scrum Master

**Status:** Mitigated

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## Review Cadence

- **Weekly:** Review open risks in stand-up or planning
- **Monthly:** Full risk register review with stakeholders
- **Ad-hoc:** New risks added as identified

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## Notes

Keep this lightweight - focus on action, not bureaucracy. If a risk isn't driving decisions, remove it.