

Delivery Risk Register (Lightweight)

Project: _____

Last Updated: _____

Risk Owner: _____

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

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

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.