Risk Register Template

Preview of the WorkStudio TableStudio template. Use the native .ts file when you want formulas, list columns, editable rows, and WorkStudio save options. Use the .xlsx companion when a spreadsheet deliverable is needed outside the platform.

Sample risks	Open / active	Critical	High
5	5	1	4

Register Preview

ID	Risk	Category	P	I	Score	Rating	Owner	Status	Review	Mitigation
R-001	Key supplier delivery delay	Supplier	4	4	16	Critical	Procurement Lead	Open	2026-05-15	Confirm second source, add weekly supplier check-in, and track delivery evidence.
R-002	Personal data stored without retention date	Compliance	3	4	12	High	Operations Manager	In progress	2026-05-22	Add retention owner, review date, and deletion or anonymization decision.
R-003	Unclear approval authority	Operational	3	3	9	High	Project Manager	Monitoring	2026-06-01	Refresh approval matrix and link decision records to the relevant workflow.
R-004	MFA not enabled for all external users	Information Security	2	5	10	High	Workspace Admin	Open	2026-05-10	Review external users, confirm MFA status, and document exceptions.
R-005	Quality checklist not applied consistently	Quality	3	3	9	High	Quality Lead	Monitoring	2026-05-29	Attach checklist to the workflow and require evidence before close-out.

Guidance

The template is intentionally generic, so it can be used for operational, information security, compliance, quality, supplier, financial, and project risks.

Topic	How to use it
Purpose	Use this template to record, score, assign, review, and reduce risks in a repeatable way.
Probability	Score 1 to 5, where 1 is unlikely and 5 is very likely.
Impact	Score 1 to 5, where 1 is minor and 5 is severe.
Risk Score	Probability x Impact. The template calculates this when both values are present.
Rating	Low: 1-3, Medium: 4-7, High: 8-14, Critical: 15-25.
Residual Score	The remaining score after planned mitigation is considered.
Review routine	Sort or filter by Status, Owner, Rating, and Review Date during weekly or monthly reviews.
WorkStudio note	When a risk needs evidence, link the row to controlled files, actions, decisions, or review workflows in the platform.