

Risk Register Template

KPI Systems & Board Reporting — Sample Template

Instructions

Score likelihood and impact 1–5 at each review. Anything scoring 15+ combined (likelihood × impact) gets a named mitigation owner and a board-visible flag, not just a log entry.

Register — Worked Example

Risk	Likelihood	Impact	Owner	Mitigation Status
Key vendor contract lapses unrenewed	2	4	Strategic COO	Renewal tracked, 60-day alert set
Single point of failure on core system	3	5	Eng Lead	Backup owner named, runbook in progress
Runway falls below 12 months	2	5	Finance Lead	Monitored monthly, board-visible
Key hire departs without backup	3	3	Strategic COO	Cross-training underway

Blank Register

Risk	Likelihood	Impact	Owner	Mitigation Status

Notes

The single-point-of-failure risk was escalated to the board this quarter after a near-miss incident; mitigation now has a hard deadline.