pmo docs

Excel Templates Guides, Description, Download and installation.

SMB Risk Template

Risk Register

	Project Risk Register									Created By			
Last Date Updated:	Wednesday, 21 July 2021												

Identifier	Title	Date Raised	Description	Probability (L/M/H)	Impact (L/M/H)	Risk Rating	Mitigation	Owner	Status	Comments	Date Closed
R01	Contract negotiation and signing	20/08/2018	Currently no contract signed or agreed	1	4	Medium	Need to follow up with Client and internal legal Dept	Project Manager	Closed	21/08/18 Contract will be available for data3 to review on the 22/08/15	30/08/2018
R02	Need to discuss variation as not all workloads can be migrate to Azure. Those workloads will need to be migrated to another Cloud Provider	19/08/2018	Not all workloads can be moved to Azure and some will need to sit on Data3 IAAS	5	4	Extreme	Need quotes from other Cloud provider	Project Manager	Open	21/08/18 - Quotes from alternate provider received	
R03				2	3	Medium					
R04											
R05											
R06											
R07											
R08											
R09											
R10											
R11											
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R31											
R32											
R33											
R34											
R35											

Description

A project Risk Register is a tool Project Manager use to track and monitor any Risks that might impact their projects. Risk management is a vital component of Project Management because it is how you proactively combat potential problems or setbacks. A risk in Project Management is anything unexpected that could happen that would positively or negatively affect your project.

How to Use

ID

Give each Risk a unique ID so that it can be tracked easily and cross referenced for example in a Change Request or in an Issue Register. Example: R01, R02, R03...

Title

This is where you give a title to the Risk, also add why it is considered a risk and provide any impact in the description

Date Raised

This is the date the Risk was raised.

Description

A clear description of the Action to be taken along with any relevant cross references, e.g. to a change request or issue

Probability

Here you rate the probability of the Risk coming to fruition. Rate from One to Five. One being the lower end of the scale

Impact

Here you enter the impact this Risk will have on the project. Rate from One to Five. One being the lower end of the scale

Risk Rating

This is calculated field base on the Probability and Impact ratings you provide for the project. The ratings are Low, Medium, and High

Mitigation

Here you enter the mitigation for the risk. The mitigation is required to stop the Risk from coming to fruition. If the Risk does come to fruition, close the Risk, and raise it as an Issue.

Owner

Here you enter the person's name or Department who owns the risk.

Status

Here you enter the Status of the Risk, either still Opened or Closed

Comments

Here you enter the notes in relation to the Risk, how it is progressing, if you are blocked or waiting on someone within the team to Action a related item before you can close yours. Always start with a date MM/DD/YY – then add note

Date Closed

Here you enter the date the Risk was closed.

How to install the Excel .xlam file (Add-in)

1. Save Add-in to Computer

   a. Make sure to download and save the add-in (.XLAM file) to your computer. Pick a folder that is easy to find (E.g., My Documents\PMOdocs\xlam files)

2. Unblock the File.

   a. After saving the file, locate the file in the Windows Explorer.

   b. Right-click the file and select Properties.

   c. Make sure the Unblock box is checked near the bottom of General Tab.

   d.
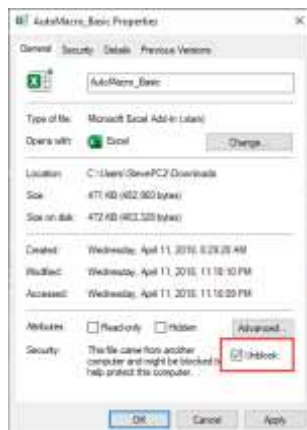
3. **This step in optional as the issue has been resolved in recent updates.**

   a. Trust the File Location

   b. In July 2016, Microsoft added a security update that requires you to add the .XLAM file location as a Trusted Location for the add-in to work.

   c. Go to File > Options > Trust Centre > Trust Centre Settings… > Trusted Locations > Add New Location

   d.

   e. **Trust Centre > Trust Centre Settings**

f.

g. Trusted Locations > Add New Location
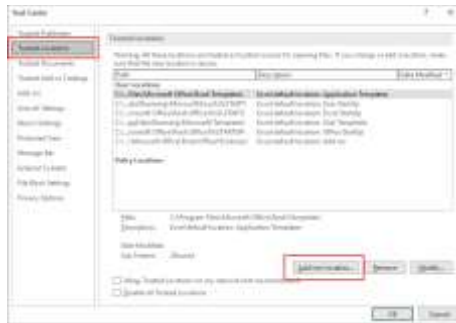
h.

i. Add New Location: Browse to the file location containing your add-in (or you can move your add-in file to one of the existing Trusted Locations)
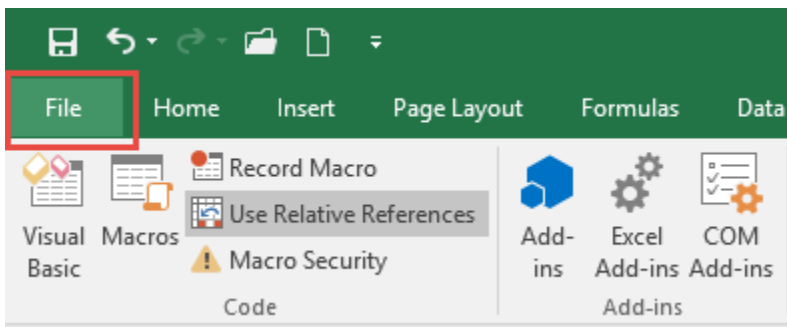
4. Make Sure the Developer Tab is Visible

5.

    a. If you do not see the Developer Tab, then follow these instructions: Add Developer Ribbon.
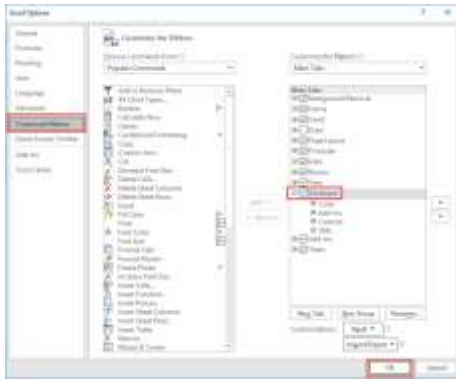
6. Click File as shown below

7.

8. Click Options

9.

10. In the left-hand pane, click Customise Ribbon.

11.

12. Click the developer check box and click ok at the bottom.

13. Once you have the Developer Tab appearing on the ribbon

14. Browse to File.

   a. Go to Developer > Excel Add-ins > Select Browse and navigate to your file (E.g., My Documents\PMOdocs\xlam files)

   b. Once your file appears inside the Add-in Box, ensure you enable the check box per picture below.
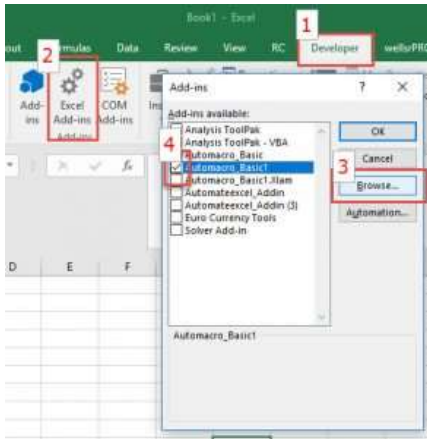
15.

16. Make sure the add-in has a check mark next to it and click OK.

17. Your add-in is now installed! And the customised tab will now appear on the Ribbon.