Putting it on the line - Risk Register Template
Use our risk register to capture all of this

As we said in our Belt and Braces quick read all about analysing risk, the easiest way to capture all of your thinking about the risks you or your creative endeavour could face in the future is in a risk register. Your risk register has columns for all of the information you need to capture, such as the nature of the risk, the impact it would have, how likely it is to happen, and what you'd do if it did. It's a great way to make sure you're prepared, so that if the proverbial does 'hit the fan' you've at least done some good thinking in advance about what to do. We've included a template below, which has different sections for different areas of your business, and added an example of how to fill it in, just to get you started...

No.	Risk	Impact High/medium/low or 1= low - 5 =high	Probability High/medium/low or 1= low - 5 =high	Mitigating action	Responsibility
1.	**Area heading (e.g. marketing, operations, finance, programme etc)**				
1.	Website build hits delays and takes longer than anticipated	High	Low	- Review initially agreed timetable as soon as funding in place, and update if necessary - Review progress regularly - Build in late delivery penalties - Provide contingency buffer - Have wider team/ Sounding Board ready to respond quickly during test phases	Programme direction, programme producer
	ADD ROWS AS NECESSARY........				

No.	Risk	Impact	Probability	Mitigating action	Responsibility
2.	**Area heading e.g. Operational (ongoing)**				

Balance