**Data Item Description**

**Risk Register**

**PM258**

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| **Risk Register** | **PM258** |

**Purpose**

The Risk Register captures the dynamic elements of the risk management process as described in the Risk Management Plan (see SDRL PM257 and DID PM257).

**References**

This DID must be read in conjunction with Schedule A (General Conditions) and the corresponding SOW reference.

**Preparation Instructions**

This Data Item shall comply with the general format, content and preparation instructions set out in Part 1 (Introduction) of Schedule D1 (SOW) and Part 1 of Schedule D2 (SDRL).

**Format and Content**

1. The Risk Register shall be based in electronic form (e.g. database or spreadsheet), but when printed, shall consist of a table with an entry for each risk in the Risk Register (or defined subset of the Risk Register).
2. For each risk, the Risk Register shall include:
3. the SWBS element number;
4. a risk identification number;
5. a brief outline of risk;
6. the risk priority;
7. the source of risk (e.g. whether the risk stems from the Purchaser or from the Supplier (including lower tier suppliers));
8. the likelihood of the risk event;
9. the consequence of the risk event in terms of Life Cycle Cost (***LCC***), Project cost, Project schedule and/or performance or suitability of the Deliverables or support to the Deliverables;
10. the individual responsible for treating the risk; and
11. the risk-treatment option(s) (i.e. avoid, reduce the likelihood, reduce the consequence, transfer, or retain).

3 For risks that are to be treated, the Risk Register shall include:

1. the risk-treatment plan;
2. the work package ID, budget and schedule allocated to the risk-treatment plan; and
3. progress against the risk-treatment plan.
4. The Risk Register shall also contain:
5. the total cost exposure caused by all risks to the Supplier's performance of its obligations;
6. the budget reserve remaining for cost risks;
7. the total schedule exposure caused by all risks to the Supplier's performance of its obligations; and
8. the total schedule reserve remaining.