

Reporting period: … to …

**Project Risk Register**

The risk register aims to identify internal and external events likely to impact the delivery of the project before they cause delays or complications. Please delete the examples included in the Project Risk Register Template, and fill in the table according to the nature of the risk (whether it is internal or external), its description, and whether it is of high or low significance for the implementation of the project. Please also mention the level of likelihood associated to the risk, and any mitigation measure looking at reducing the risk in the current and future reporting periods.

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| --- | --- | --- | --- | --- |
| **Risk Nature** | **Risk Description** | **Impact Analysis** | | **Mitigation** |
| Significance | Likelihood |
| **Internal risks** | Ad-hoc shortage of staff to conduct remote activities due to working from home (WFH) challenges | H | L | Recap call with all staff involved a week before scheduled activity and assessment of WFH needs |
| Project team member cancels speaking slot at workshop | M | M | Ask team member to nominate another potential speaker from in case he/she has to cancel |
| **External risks** | COVID 19 lockdown is extended with a ban on public gathering, impacting the planning of face-to-face workshops | H | M | Back-up activity planned, structured and equipped with implementation tools ready to use on the day |
| Political instability | L | M | Consultation meetings held every 3 months with a representative of the local authority to assess the impact of upcoming political developments |