Appendix S

Chapter 5 Scoping Tools – Article 10 – Risk Register

Preparation Guidelines for Project Study Report-Project Development Support (PSR-PDS)

Project Initiation Documents

September 30, 2011

ARTICLE 10

Risk Register

General Guidance:

The PSR-PDS PID requires that the project sponsor complete a risk assessment. The reduced amount of data that is required for the PSR-PDS transfers risks to future phases and it is important to identify the risk, define the probability, define the severity, identify who or what the risk will impact, and identify the ownership of the risk. The project manager, project sponsor, and project team members jointly develop a written plan that enables them to identify, assess, quantify, prepare a response to, monitor, and control capital project risks. Refer to the Project Risk Management Handbook and use the Risk Register template in completing the plan.

The Project Risk Management Handbook is located at:

http://www.dot.ca.gov/hq/projmgmt/documents/prmhb/caltrans_project_risk_management_handbook_20 070502.pdf.

The Risk Register template is located at: http://www.dot.ca.gov/hq/projmgmt/guidance_prmhb.htm.