



Risk Register Template

Abbey Chen

Complete

Score	0 / 0 (0%)	Flagged items	0	Actions	1
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Company

Canon Solutions

Date Created

31.05.2026

Created By

Abbey Chen

Actions

1 action

Risk Register / Risk / Risk 2

Risk Status

In progress

Already assigned tasks to complete the mitigation of this identified risk.

To do | Assignee: SafetyCulture Staff | Priority: High | Due: 16.06.2026 12:10 PST | Created by: SafetyCulture Staff

Finalize project purpose and definition

Include reports on business alignment and case studies to support reasoning behind why this project should be greenlit

Risk Register	1 action
Risk	1 action
Risk 1	
Reference ID	
0001	
Risk Description	
Project schedule is not clearly defined or understood	
Risk Owner	
Project Manager	
Risk Category	
Operational	
Risk Probability (likelihood)	Not Likely
Risk Analysis (impact)	Medium
Risk Mitigation (response)	
Hold scheduling workshops with the project team and conduct weekly alignment meetings to make sure everyone stays on the same page	
Risk Priority	
Medium	
Risk Status	Open
Risk 2	1 action
Reference ID	
0002	
Risk Description	
Project purpose and business needs are not well-defined and outlined	
Risk Owner	
Project Manager	
Risk Category	
Operational, Reputational	

Risk Probability (likelihood)

Likely

Risk Analysis (impact)

Very High

Risk Mitigation (response)

Complete a business case study and ensure project purpose is aligned with long-term business goals and regulatory compliance requirements

Risk Priority

High

Risk Status

In progress

Already assigned tasks to complete the mitigation of this identified risk.

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Finalize project purpose and definition

Include reports on business alignment and case studies to support reasoning behind why this project should be greenlit

Completion

Notes

Project has potential, but needs to wrap up final details before it can commence. Projected period for completion and closure of open risks should be around 7 business days.

Closed date

Last update

09.06.2026

Signature

Abbey Chen

Abbey Chen
09.06.2026 12:12 PST