



Creating a Project Risk

Quick Reference Guide

Creating a Project Risk

A project risk is an uncertain event or condition that, if it occurs, has an affect on at least one project objective. Risks can be created on a project by using the Risk related list at the bottom of the form. Risks roll up to programs and portfolios and can be seen on the project Status Report and the PMO dashboard.

1. Once you have opened the project, scroll to the bottom of the form to view the related lists. Select the Risks related list and click the **New** button.
2. Complete the form fields and **Save** the form. An **Achieved** risk is a risk that has been realized and a **Not Achieved** risk is one that was not realized. **Short Description** is the only required field.
3. To modify a Risk, double click on the Short Description field or double click on any other field for inline editing.

This screenshot shows the bottom of a project form. At the top, there is a status bar with a green dot and the text "Low" and "Pending". Below this is a navigation bar with tabs for "Short description", "Probability", and "State". The main area shows a list of related lists: "Baselines (11)", "Change Reports (5)", "Risks (5)", "Issues (1)", "Decisions", "Actions (1)", "Project Change Requests (1)", "Stakeholders", "Time Cards (10)", "Expense Lines (10)", "Project Tasks (2)", "Agile Phase (1)", "Sub Projects", "Stores (13)", "Epics (3)", "Requirements", "Resource Plan (3)", "Cost Plans (2)", "Benefit Plans (1)", and "Project Budget (1)". The "Risks (5)" tab is selected, and a "New" button is visible next to it.

This screenshot shows the form for creating a new risk. The "Save" button is highlighted. The "Short description" field is the only required field and contains the text "Server hardware delivery order is delayed". The "Estimated cost" field is set to "2" and "340.00". The "Task" field is set to "PR10010003". The "State" dropdown is set to "Not Achieved" and the "Probability" dropdown is set to "Moderate".

This screenshot shows the project form with the "Risks (5)" tab selected. A new risk has been added to the list, with a "Short description" of "Adoption rate could be slow", a "Probability" of "Low", and a "State" of "Pending". The risk is highlighted with a blue box.