Evaluation Risk Register – Example & Template

It is a good idea (and good practice) to keep a list of risks that may affect the findings or timescales of your evaluation. It can be helpful to share this with the project sponsor of funder, particularly if their involvement in mitigating against these risks will improve the accuracy, timeliness or value of the final evaluation report.

Below is an example risk register, using a traffic light colour rating to indicate the risk level. To create your own using this template, delete the text, copy the table to your own document and add in your risk entries.

Risk	Why	Level (Likelihood / Impact)	Mitigation / Minimisation activities
Current Data Quality	We are unaware of quality of the project data submitted to us for the evaluation.	High/Med	We will work with the service lead to assess robustness of submitted data use this to inform the evaluation
Failure to recruit partners	Partners may have competing demands	Med	We have proposed a recruitment approach that links into your existing partners
Failure to recruit staff, peer educators and stakeholders	Stakeholders, peer educators and staff have many competing demands	Med	We have chosen a method that can be completed quickly and has been used in the past to obtain feedback
Inability of team members to complete the project	Due to the length of the project there may be occasions where staff are on leave (sick or annual) and there is also a natural turn over	Low	The department has a resource pool from which to draw upon to ensure that the project is delivered