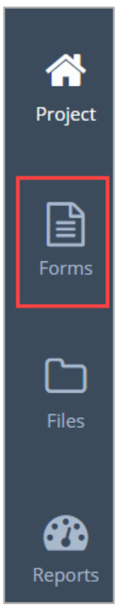
# Risk Log

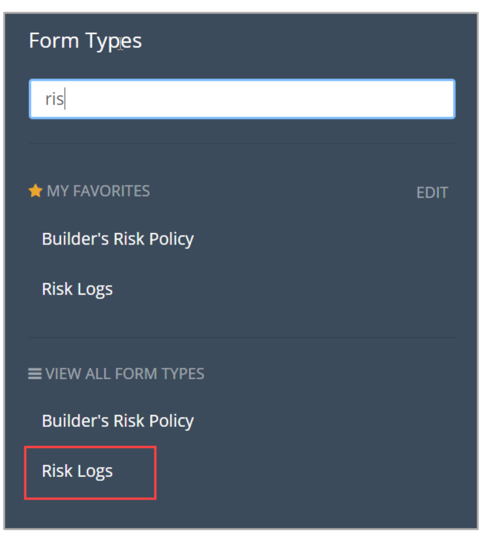
The purpose of the Risk Log is to track issues which could potentially negatively impact the project either by cost, scope or schedule for a project. This form is utilized by the DGS Project Manager and is generally limited to DGS internal use.

**Documenting a Risk**

1. Click the **Forms** icon on the left navigation pane.




2. Type **RISK** into the search field and click the **Risk Logs** document to open the Risk register.



3. Click the **New** button located on top right corner of the Risk log.


4. Enter the title of the risk in the **Subject** field. All fields bordered in red and marked with *Required must be completed to save the document.


5. Click inside the **Date** field and select the date the risk was identified.

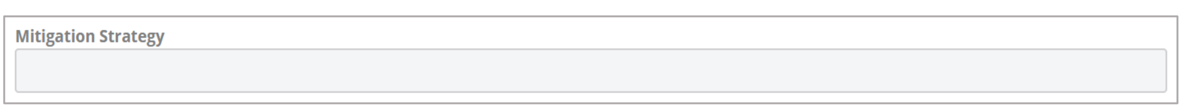

6. In the **Identified By** field, click inside the field to open a list of names *or* begin typing the name of the DGS person responsible for documenting or managing the risk.


7. Click inside the **Type** field to select the type of risk from the lookup list.


8. Click inside the field or begin typing the chances of the risk occurance happening in the **Probability** field.


9. Click inside the field or begin typing the **Severity** of the risk.

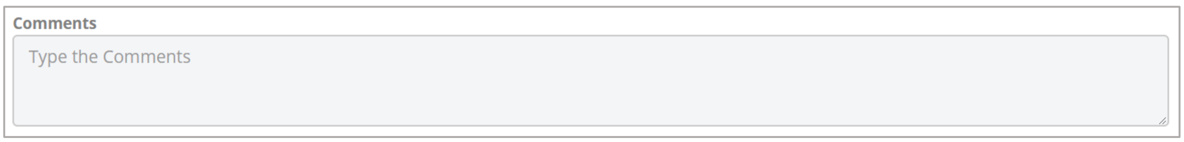

10. Click inside the **Mitigation Strategy** field and select the applicable mitigation strategy that will be employed for mitigation of the risk.



11. If there may be a cost incurred, enter the amount in the **Potential Cost Impact** field.

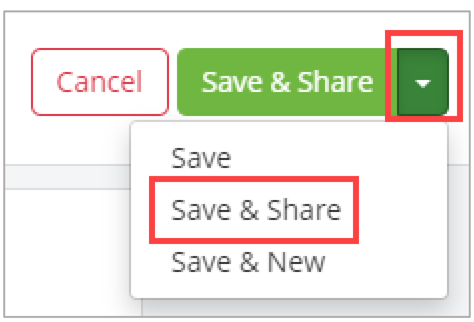

12. If there may be a schedule delay, enter the days in the **Potential Schedule Impact** field.


13. Enter further information regarding the risk or mitigation strategy in the **Comments** field.




14. Enter additional information in the **Lessons Learned** field, if applicable. This can be added later via Edit function if necessary.


15. When you are ready to save the Risk Log, click the **Save & Share** button, select the Save & Share option and share with the appropriate share group(s).





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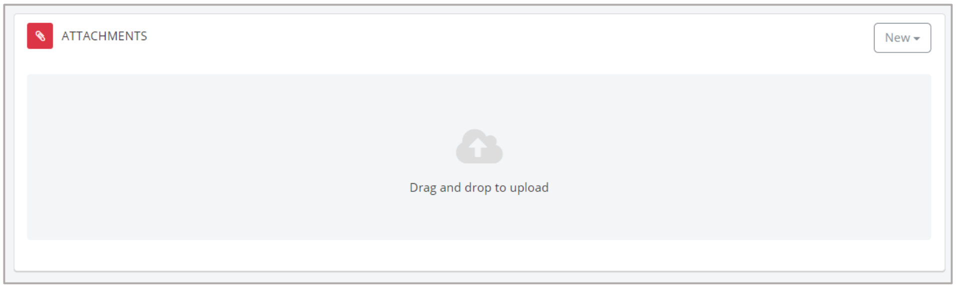
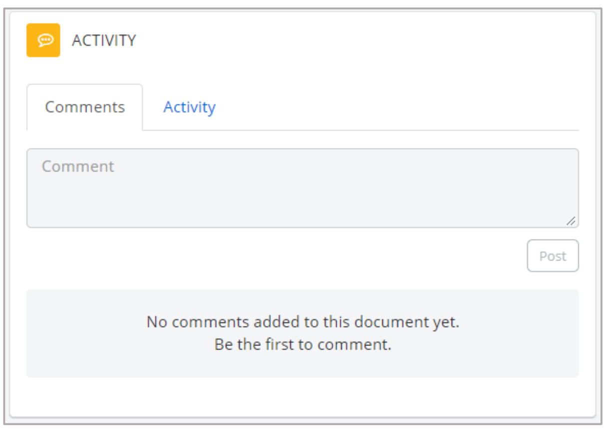
## Attach Supporting Documentation

1. Drag and drop any supporting files to the **Attachments** section of the record.



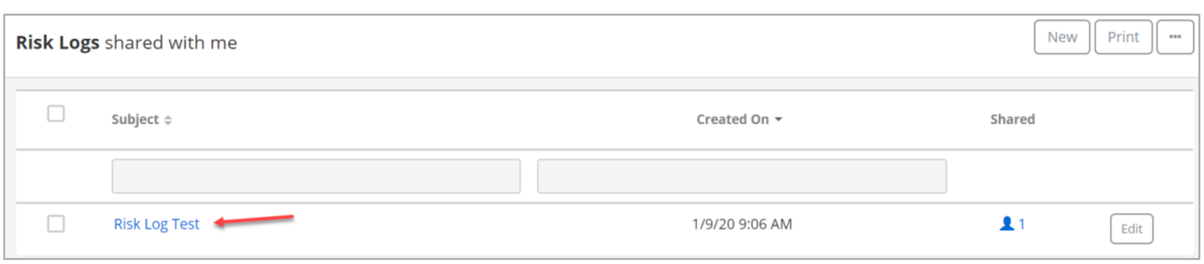

## Comments

1. To ask questions or add commentary regarding the Field Report record, use the **Comments** section.

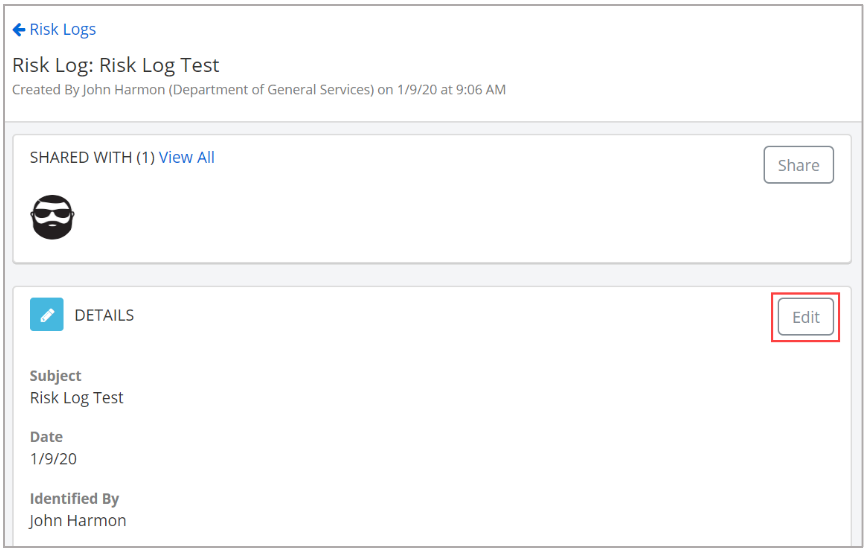



## Editing a Risk Document

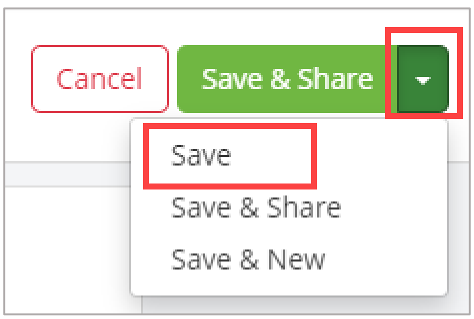
1. Navigate to the risk record in the Risk Log and click the **subject** to open the document.




2. Click the **Edit** button in the Details section.




3. When all changes are complete, click the **Save** button.





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