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Adoption Risk Register

A practical worksheet for identifying, prioritizing, and managing adoption risks during commercialization, change management, AI implementation, product launch, or operational improvement initiatives.

Project Snapshot

Organization / Team	
Project, Product, or Change Initiative	
Target Users / Stakeholders	
Current Stage	☐ Planning ☐ Pilot ☐ Launch ☐ Implementation ☐ Scaling
Owner / Sponsor	
Date Updated	

How to Use This Register

- List adoption risks that could prevent the intended users, customers, internal teams, partners, or decision-makers from accepting and using the solution.
- Score each risk for likelihood and impact using a 1-5 scale. Multiply likelihood by impact to create a simple priority score.
- Assign an owner, mitigation action, trigger point, and review date so the risk does not remain theoretical.
- Review the register regularly during pilots, customer discovery, implementation, launch, and scaling activities.

Risk Scoring Guide

Score	Likelihood	Impact
1	Rare or unlikely to occur	Minor inconvenience; little effect on adoption
2	Possible but not expected	Localized issue; manageable with routine support
3	Moderately likely	Could slow adoption or require additional resources
4	Likely	Could significantly reduce usage, satisfaction, or ROI
5	Very likely or already emerging	Could block adoption, trigger resistance, or threaten launch success

Common Adoption Risk Categories

☐ User resistance or low perceived value	☐ Security, privacy, or compliance concerns
☐ Executive sponsor misalignment	☐ Weak customer evidence
☐ Workflow disruption	☐ Partner or vendor dependency
☐ Insufficient training	☐ Misaligned incentives
☐ Poor data quality or access	☐ Internal communication gaps
☐ Technology integration issues	☐ Pilot results not translating to scale
☐ Unclear ownership	☐ Support capacity limits
☐ Budget or resource constraints	☐ Change fatigue

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Adoption Risk Register

Use this table as the active register for adoption risks. Add rows as new risks emerge and update scores as mitigation actions are completed.

ID	Risk Description	Category	Affected Group	L	I	Score	Mitigation / Response	Owner	Status
R1									☐ Open ☐ Watch ☐ Closed
R2									☐ Open ☐ Watch ☐ Closed
R3									☐ Open ☐ Watch ☐ Closed
R4									☐ Open ☐ Watch ☐ Closed
R5									☐ Open ☐ Watch ☐ Closed
R6									☐ Open ☐ Watch ☐ Closed
R7									☐ Open ☐ Watch ☐ Closed
R8									☐ Open ☐ Watch ☐ Closed

Priority Summary

Priority Band	Score Range	Recommended Response
Critical	20-25	Immediate escalation, mitigation owner assigned, weekly review until reduced.
High	12-19	Active mitigation plan, sponsor awareness, review at each project checkpoint.
Moderate	6-11	Track and mitigate if trend worsens or milestone risk increases.
Low	1-5	Monitor; no immediate intervention unless conditions change.

Top Adoption Risks Requiring Action

Rank	Risk ID / Name	Why It Matters	Decision Needed	Due Date
1				
2				
3				
4				

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Mitigation Planning Worksheet

Complete one row for each material risk. Focus on concrete actions that will increase user confidence, reduce operational friction, or improve evidence that the change is worth adopting.

Risk ID	Root Cause	Mitigation Action	Communication / Training Need	Trigger or Warning Sign	Review Date

Stakeholder Adoption Signals

Signals to Monitor

☐ Users understand why the change matters and how it affects their work.
☐ Managers are reinforcing the desired behavior consistently.
☐ Training materials are accessible, role-specific, and practical.
☐ Feedback loops are active and concerns are being addressed quickly.
☐ Usage metrics, customer discovery findings, or pilot data show movement in the right direction.
☐ Operational support, documentation, and ownership are sufficient for the next stage.

Review Cadence and Governance

Review Item	Owner	Frequency	Notes
Update risk scores		☐ Weekly ☐ Biweekly ☐ Monthly	
Review critical and high risks		☐ Project meeting ☐ Leadership review	
Escalate unresolved adoption barriers		☐ As needed ☐ Before next milestone	
Confirm mitigation actions are complete		☐ Before launch ☐ Before scale-up	

30-Day Adoption Risk Action Plan

Action	Owner	Due Date	Expected Adoption Benefit	Completion Status
				☐ Not Started ☐ In Progress ☐ Done
				☐ Not Started ☐ In Progress ☐ Done
				☐ Not Started ☐ In Progress ☐ Done
				☐ Not Started ☐ In Progress ☐ Done

Need help applying this tool? ScienceDocs supports commercialization, change management, AI adoption, grant strategy, and operational optimization.