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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ID** | **Date raised** | **Risk description** | **Likelihood of the risk occurring** | **Impact if the risk occurs** | **Severity** *Rating based on impact & likelihood.* | **Owner** *Person who will manage the risk.* | **Mitigating action** *Actions to mitigate the risk e.g. reduce the likelihood.* | **Status** | **Useful resources** |
| 1 | [08-05-2024] | (Solar flare, Plague, flood, fire, etc…) | Low | Extreme | High | Everyone | Insurance and hope. | Open | Backups – OneDrive |
| 2 | [08-05-2024] | Team member stops contributing | Medium | Medium | Medium | Everyone | Regular communication to limit time lost | Open | Microsoft Teams and Discord. |
| 3 | [08-05-2024] | Time overruns | High | Medium | High | Project Manager | Regular Communication, alongside progress updates | Closed | Excel – Gantt Chart  GitHub - Boards |
| 4 | [08-05-2024] | Data loss event | High | Extreme | High | Project Manager | Regular backups, plus open communication with the client to disclose such delays | Closed | Backups:  - OneDrive  - GitHub Branches |
| 5 | [08-05-2024] | Tasks more complex than initially planned | Medium | High | High | Project Manager | Open communication with the client to tell them about these issues, and potentially hiring someone more skilled as a contractor | Closed | In person meetings between team and client to discuss goals and progress. |

Reference: Excelonist (n.d.) *PM template*. htttp://www.Excelonist.com.