RISK REGISTER

RISK DESCRIPTION	IMPACT DESCRIPTION	IMPACT LEVEL	PROBABILITY LEVEL	PRIORITY LEVEL	MITIGATION NOTES	OWNER
Give a brief summary of the risk.	What will happen if the risk is not mitigated or eliminated?	Rate 1 (LOW) to 5 (HIGH)	Rate 1 (LOW) to 5 (HIGH)	(IMPACT X PROBABILITY) Address highest first.	What can be done to lower or eliminate the impact or probability?	Who's responsible?
Users entering invalid email format	Data will not be uniform or consistent for field type i.e. email format. Data held will not be accurate and contacting staff will exacerbate the current record keeping process	3	2	5	Form validation to ensure email entered is the correct format	Capstone team
Incomplete data forms when creating new accounts	Records held on employees may be incomplete and not identifable,	4	3	12	Form validation to ensure all fields are completed before the user is able to submit the new form to create a new account	Capstone team
Server performance/downtime	Admin (productivity), affecting payroll processing, employee onboarding, access slow/offline	4	2	8	Offline message should be encorporated as a potential extension, stating the team are working to restore the system. Users will be notified when system is back online. Maintenance to be completed during off peak hours	Capstone team

RISK REGISTER SCALE

PROBABILITY		IMPACT				
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5