SIMPLE BUSINESS RISK REGISTER TEMPLATE

					IMPACT			
PROBABILITY	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		

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?
Time management	Our MVP may not be finished on time thus affecting delivery schedules and client satisfaction.	5	3	15	- trello board tracking tasks and progress - standups to communicate progress	Backend and Frontend team
users may pivot for mobile first design	Aspects of application may initially unusable for mobile leading to poor user experience and reduced engagement	2	3	6	regular meeting // view website on mobile format	Product Owner
employees not be able to use application	Inadequate training or inaccessible application can result in low adoption rates and increased support requests.	4	4	16	Ask client to improve training and require this to implemented.	Client side - HR
css doesnt support calender to render each holidays(team member)	managers can see holidays/ overview of holidays for each team member	5	5	25	check documentation before choosing a css or wireframe that requires these features	Frontend Team
security vunerabilities (data breach)	employees having managers access and vice versa could lead to private information leaked. can result in legal actions, financial penalties, and damage to the company's reputation.	4	3	12	login details for managers. Unique code identifiers to login.	Backend/ Frontend Team

KEY

LEVEL
1
2
3
4
5

System stops working (no backup)	A complete system failure without recovery options can cause significant downtime, data loss, and operational disruptions.	5	3	**15**	Implement regular backup schedules. Also, develop a disaster recovery plan and conduct drills to ensure it works.	IT Team
data can get damaged	Loss or corruption of critical data can impact business operations, reporting accuracy, and decision-making processes.	5	3	**15**	Develop a disaster recovery plan and conduct drills to ensure its in place and functional.	IT Team
database isnt working as it shoud do	Application functionalities are impacted	4	4	**16**	Develop a disaster recovery plan and conduct drills to ensure its in place and functional.	Backend/ Frontend Team
managers cant see the holidays	Inability to view team holidays can disrupt planning and coordination, leading to missed deadlines and decreased productivity	5	4	**20**	Implement and thoroughly test calendar functionality, create a 'raise an issue' button	Backend/ Frontend Team
wrong extended libraries	Incompatible or poorly chosen libraries can cause functionality issues and increased development time	3	4	**12**		Backend/ Frontend Team
system downtime due to server issues	Prolonged service interruptions can lead to loss of productivity, customer dissatisfaction, and potential revenue loss.	5	4	**20**		IT Team