|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | 24/05/2024 | Rhys laptop slowly breaking, may lead to lost files | MEDIUM | HIGH | HIGH | Rhys | Contact studylink, apply for course related costs, purchase new drives for laptop | OPEN | Pbtech.co.nz |
| 2 | 24/05/2024 | Access to moodle is chaotic/sporadic due to hardware issues | LOW | MEDIUM | MEDIUM | Rhys, Artem | Both parties will download all relevant documents while access is available | OPEN | https://learning.eit.ac.nz/my/ |
| 3 | 24/05/2024 | Access to internet is slow/shoddy on campus, leading to difficulty in sourcing documents | LOW | LOW | LOW | Rhys, Artem | Both parties will download all relevant documents from home internet connection to ensure documents are sourced | OPEN | - |
| 4 | 25/05/2024 | Close date for submitting work is rapidly approaching, leading to a “crunch time” in work ethic | HIGH | MED | MED | Rhys, Artem | Both parties are to follow delegated tasks to ensure the deadline is respected | OPEN | https://www.hiclark.com/blog/how-to-manage-crunch-time-stress/ |
| 5 | 25/05/2024 | Estimating and scheduling errors. Tasks are taking longer than initially expected I.e. updating github readme | MED | HIGH | HIGH | Rhys | Reassess timeline, set new deadlines for the team | OPEN | https://www.linkedin.com/pulse/4-simple-steps-accurately-estimate-time-tasks-natasa-milojevic |
| 6 | 25/05/2024 | Added workload/time required due to new direction in deadlines | LOW | MED | MED | Rhys, Artem | Stick to the timeline, and respect deadlines as much as feasible | OPEN | - |

**Note: please make sure you fill all information related to your project below and convert everything to Wiki page (GitHub)**

Table 1: Risk register Sample

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