| **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 | (16-04-2023) | Project purpose and need is not well-defined. | Medium | High | High | Project Sponsor | Complete a business case if not already provided and ensure purpose is well defined on Project Charter and PID. | Open | [**https://www.stakeholdermap.com/project-templates/business-case-template.html**](https://www.stakeholdermap.com/project-templates/business-case-template.html) |
| 2 | (17-04-2023) | Supplier may indicate that hardware equipment will be delayed for couple of weeks due to shipping delays.(e.g. custom) | Low | High | Medium | IT Manager | Ensure that we talk to the supplier earlier about delivery options in case of there are some delays where it’s possible to lease some equipment | Open | **https://www.theitdepot.com** |
| 3 | (19-04-2023) | Some buttons are not responsive, when clicking it, nothing happens. | Low | Medium | Low | IT people | Need to ensure IT people know that there is an error on the buttons and tell them to fix it, right away. Then notify people that we have maintenance on the server. | Open | **https://www.usertesting.com** |
| 4 | (22-04-2023) | Staff leaving at the middle of the project. | Low | High | Medium | Project Manager | Assure that project documentation is up to date and give the tasks and responsibilities of the leaving staff to the other remaining staff members. | Open | **https://www.projectstoday.com** |
| 5 | (24-04-2023) | Miscommunication between the stakeholders regarding the requirements of the project. | Medium | High | High | Project Manager | Conduct meetings and discussions to ensure the successful communications between the stakeholders. | Open | **https://www.teams.microsoft.com** |
| 6 | (31-04-2023) | Server problem for some people that can’t open the website. | Medium | High | High | IT people | Ensuring that the server is working properly and there is no interference on the server. IT people will check the server for hijacks and hackers, and need to be secure more for the user to trust us. | Open | **https://evergreen.com/marketplace/cybersecurity-com/** |
| 7 | (01-05-2023) | Not enough project budget or funding constraints | Medium | High | High | Finance Manager | Conduct a detailed budget estimation and regularly monitor project expenses. | Open | **http://www.budgettemplates.com** |
| 8 | (02-05-2023) | Less skilled resources for critical project tasks | Low | High | Medium | Project Manager | Open recruitments on the website for intelligent and qualified employees. | Open | **http:www.seek.com** |

**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.