| **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 | [03-06-2021] | 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 | 10/05/2022 | Being over optimistic about our time management | Medium | High | High | Project manager | Having a scheduled timetable that shows all jobs/activities to help relieve the pressure of time management | Open | Gantt chart template |
| 3 | 10/05/2022 | Short changed quality | Low | Medium | low | Web developer | Have discussions and meeting about the quality and design of the website | pending | Group meeting agenda |
| 4 | 25/05/2022 | resourcing time effectively | High | High | High | project manager | Having repetitive meetings to ensure we stay on track is well as making sure everyone can see the gantt chart and that is up to date |  |  |
| 5 | 25/05/2022 |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |

**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.