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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | [05/05/2025] | Misleading information | Medium | Medium | Medium | Scrum master | Ensure proper communications between one another in the team. | Open | Email, GitHub, Skype, Discord, Reports. <https://github.com/>  <https://discord.com/>  Gmail/Outlook |
| 2 | [05/05/2025] | Data Loss | Low | High | Medium | Scrum Master | Data backups such as cloud services such as Github can prevent data loss. Data can be stored on a hard drive as well. | Open | <https://github.com/frequently-asked-questions> |
| 3 | [05/05/2025] | Inadequate computer equipment | Medium | High | High | Employer | Ensure the computers being used are functional and reliable. Have what is needed to create expected output | Open | Google, handbooks, notes. Browsers <https://www.youtube.com/watch?v=i-QHtJGAXgI>  <https://www.ifixit.com/Device/PC> |
| 4 | [05/05/2025] | Inadequate Documentation | Medium | Medium | Medium | Scrum Master | Creating documentation in a way that is readable for every stakeholder. | Open | ChatGPT |
| 5 | [05/05/2025] | Lack of information in progress report. | Medium | High | High | Developers/Scrum master | Make sure to thoroughly fill out the progress report with all information and details that happened prior to the report. | Open | Google Docs, Microsoft Word, GitHub. |
| 6 | [05/05/2025] | Inaccurate Estimations | Low | High | Medium | Scrum Master | Creating a well designed resource table and gantt chart can prevent inaccurate time/budget estimations. | Closed |  |
| 7 | [05/05/2025] | Lack of professional language. | Medium | High | High | Scrum master/Developers | Read over written reports, documents and emails before sending.  Ensure professional language is used in reporting and proper documentation. | Open | <https://www.acolad.com/en/services/learning/professional-language-examples.html#:~:text=Avoid%20slang%20and%20try%20not,can%20make%20you%20sound%20uncertain>. |

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