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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 | [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 | 10-05-22 | The project goes significantly over budget | High | High | High | Project Manager | Review budget after each major milestone: adjust if necessary or overspend looks unavoidable. Delete unnecessary features to mitigate overspend where possible | Open | Project Budget  Project Features List/Plan |
| 3 | 10-05-22 | Project release delayed when key software development team members get Covid-19 and have to go into isolation | Medium | High | Med to High | Project Manager | Split the software development team into two bubbles from the start of the project, ensure both teams are set up to work from home, agree mask use onsite at all times | Open | [**www.covid19.govt.nz**](http://www.covid19.govt.nz) **– New Zealand website and guidelines for response to Covid 19** |
| 4 | 10-05-22 | Feature Creep | Low | Medium | Medium | Project Manager | Agree must-have and like-to-have feature list with software development team to ensure must-have features prioritised over like-to-have features | Open | Project Budget  Project Features List/Plan |
| 5 | 10-05-22 | There is a problem with the user interface: consumers don’t like the website | Medium | High | High | UX/UI Designer | Build extensive user-testing into project plan. Document all feedback, ensure all features not well-received in testing phase are adjusted or removed before launch | Open | Testing Evaluation Form |
| 6 | 10-05-22 | Supplier indicates they can no longer supply new hardware (eg GPU) ordered, due to shipping delays caused by Covid-19, delaying project launch | Medium | High | High | IT Manager | Ensure to check with supplier of choice as to what back up plan is in place if this happens. Identify a back-up supplier fort the equipment and have a quote in place from them | Open |  |
| 7 | 10-05-22 | New company hardware purchased not compatible with software developed | Low | High | High | Software Develop-ment Leader | Communicate in full all hardware details to Software Development team to ensure software will be fully compatible with hardware before project commences | 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  
Reference: Excelonist (n.d.) *PM template*. htttp://www.Excelonist.com