**TASK 3 – RISK ANALYSIS TEMPLATE**

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| **RISK, ROOT CAUSE AND CATEGORY** | **RISK COUNTERMEASURE AND RESPONSE** | **PROBABILITY/IMPACT** |
| STAFF Missing  -Not getting along with Project Manager, Sickness, Injury, Leaving Project  -**CATEGORY :People** | Risk Mitigation: we can reduce the chances by treating staff well, getting immunizations, giving staff breaks/exercise, so that ease his mood and protect his health. | HIGH/HIGH |
| Unplanned Features for System  - Not having a change Management Process  - **CATEGORY :Process** | Risk Avoidance: have a proper change management process, Increase the frequency of project monitoring, Change committee meets regularly. | Medium/Medium |
| Infrastructure damage  -data center loses power and the network goes down  - **CATEGORY: Technology** | Risk acceptance: implement emergency plans, start the contingency or backup plan ,start backup equipment and contact maintenance personnel to repair in time. | Medium/Medium |
| Changes in the market  - Changes in market characteristics or demand  **- CATEGORY: Market** | Risk Avoidance: Analyze the market trend, carefully evaluate and review the project in the first stage to determine whether it is feasible to implement the project. | Low/HIGH |
| Absence of leadership:  - No leader found when submitting documents, reporting on work, or needing help  -**CATEGORY :People** | Risk acceptance: Dismiss the often absent leader, after the previous project manager withdrew, a new person was assigned to lead the project. | Low/HIGH |
| Hardware fails:  - Certain hardware is difficult to guarantee in storage or other aspects  **- CATEGORY: Technology** | Risk transference: Purchase special insurance or warranty protection for the specific hardware required so that the insurance company must replace it within the agreed time. | Medium/HIGH |