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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 | [13-10-2021] | Project purpose and need is not well-defined. | Medium | **Low** | **Medium** | 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 | [26-10-2021] | User interface is not friendly | High | **High** | High | UX designers | UX designers will implement interface design workshops for software developers to identify the usability concept. | Open |  |
| 3 | [26-10-2021] | Design is not robust | Low | **Medium** | High | Software developers | Strengthen web design and  follow-up maintenance. | Open |  |
| 4 | [26-10-2021] | Real time performance shortfalls | Medium | **Low** | Medium | Software developers | Simulation; Benchmarking; Modelling; Prototyping; Instrumentation; Tuning. | Open |  |
| 5 | [26-10-2021] | Unrealistic timetables and budgets | Low | **Low** | Medium | Accountant | Detailed multi-source cost and schedule estimates; Design cost; Incremental development; Software reuse; Ask for a scrub. | Open |  |
| 6 | [26-10-2021] | Continuing stream of requirements changes | Medium | **Low** | Medium | UX designers  Software developers | High change threshold; Information hiding; Incremental development (defer changes to later increments). | Open |  |
| 7 | [26-10-2021] | Personnel shortfalls | Low | **Medium** | Medium | Project manager | Staffing with top talent; Job matching; Team building; Key-personnel agreement; Training; Prescheduling key people. | Open |  |
| 8 | [26-10-2021] | Developing the wrong user interface | Low | **High** | High | Software developers | Prototyping; Scenarios; Task analysis; User characterization (functionality, style, workload). | 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 Sample

High<8-10

Medium<6-7

Low<1-5

Reference: Excelonist (n.d.) *PM template*. htttp://www.Excelonist.com.