

RISK REGISTER											
Project Name: Excelerate Global Virtual Summit on Experiential Learning Team Lead: Juliet Ekua Appiah Group: SLU Team-3											
ID	Date Raised	Risk Description	Likelihood	Impact	Severity	Proximity	Owner	Mitigating Action	Contingent Action	Progress on Actions	Status
R1	10/05/2025	Platform Failure/Outage	Medium	High	High	Oct 28–30, 2025	Linus (Technical Lead)	<ul style="list-style-type: none"> - Choose a reliable virtual event platform with high uptime guarantees. - Perform technical stress testing before the event. - Maintain backup platforms/streaming links. - Have IT support on standby during the event. 	Switch to backup platform (Zoom/Teams), email update	Update: 17/05/2025 — Platform shortlist finalized, load testing planned for Sept	Open
R2	14/05/2025	Key Speaker Cancellations	Medium	High	Medium	1–2 weeks before event	Huma (Content Lead), Rubaiyat (Scribe)	<ul style="list-style-type: none"> - Send calendar confirmations and reminders to all speakers. - Request pre-recorded versions of talks as backups. - Maintain a list of alternate speakers. - Include cancellation clauses in speaker agreements. 	Insert pre-recorded content or backup speaker	Update: 20/05/2025 — Outreach ongoing, 3 backups confirmed	Open
R3	11/05/2025	Budget Overrun	Medium	High	High	Throughout planning	Fouzia (Finance), Juliet (Team Lead)	<ul style="list-style-type: none"> - Monitor expenditures weekly using a financial tracker. - Get prior approvals for discretionary expenses. - Maintain a 10% budget buffer for contingencies. - Negotiate early contracts with vendors. 	Cut/reprioritize low-impact activities or external services	Update: 18/05/2025 — Budget tracker live; ad spend capped	Open
R4	19/05/2025	Incomplete Website Setup / Registration Glitches	Medium	High	Medium	Aug–Sept 2025	Linus (Tech Lead), Ayodeji (Operations)	<ul style="list-style-type: none"> - Set early internal deadlines for launch - Involve designer and tester for QA 	Use Google Forms and manual backups temporarily	Update: 21/05/2025 — Dev planning scheduled for July, action not yet started	Waiting
R5	15/05/2025	Institutional or Sponsor Backout	Low	High	Medium	Sept–Oct 2025	Juliet (Team Lead), Soujanya (Project Lead)	<ul style="list-style-type: none"> - Maintain regular sponsor updates - Sign soft commitment letters - 	Engage backup partners quickly, adjust public acknowledgment	Update: 22/05/2025 — 2 partners soft-confirmed, MoUs drafted	Open
R6	15/05/2025	Team Member Unavailability	Medium	Medium	Medium	Ongoing	Stelia (PM), Huma (Content), Timothy (Marketing)	<ul style="list-style-type: none"> - Cross-train critical roles. - Keep documentation updated for each task. - Use Asana to assign responsibilities and deadlines. - Have a backup person shadowing key roles. 	Reassign or redistribute tasks temporarily	Update: 18/05/2025 — Role backups reviewed for each task	Open
R7	19/05/2025	Poor Internet Connection	Medium	Medium	Medium	Event days	Linus (Technical), Bushra (Event Flow)	<ul style="list-style-type: none"> - Key team members are required to test the internet in advance. - Share alternative dial-in options (e.g. phone audio). - Pre-record important segments. - Encourage use of backup connections (mobile data or hotspot). 	Switch to recorded version, have moderator cover briefly	Update: 22/05/2025 — Dry run checklist updated	Open
R8	05/05/2025	Miscommunication Among Teams	Medium	Medium	Medium	Throughout project	Stelia (PM), Rubaiyat (Scribe)	<ul style="list-style-type: none"> - Schedule weekly sync meetings. - Use Asana with task dependencies and timelines. - Maintain a shared folder for all project documents. - Use Slack for real-time clarifications and announcements. 	Escalate delays, reassess priorities in real time	Update: 11/05/2025 — Team charter roles realigned and shared	Open
R9	23/05/2025	Low Audience Participation in Interactive Segments	Medium	Low	Medium	Event days	Onoja (Engagement Lead), Bushra (Event Planner)	<ul style="list-style-type: none"> - Design pre-event instructions - Incentives for participation 	Share interactive follow-up, reward active users	Update: 25/05/2025 — Interaction plan in development for session script	Waiting
R10	19/05/2025	Ads Underperform or Miss the Target Audience	Medium	Medium	Medium	Aug–Sept 2025	Timothy (Marketing Lead), Huma (Content Lead)	<ul style="list-style-type: none"> - A/B test ads - Monitor early engagement - Adjust copy and visuals 	Prioritize organic outreach, leverage network promotions	Update: 23/05/2025 — Ad preview and A/B test plan drafted; execution not started	Waiting
R11	23/05/2025	Time Zone Conflicts for Global Audience	Medium	Medium	Medium	Planning to Event Day	Bushra (Event Flow), Juliet (Team Lead)	<ul style="list-style-type: none"> - Schedule repeat sessions or post-event access - Clearly communicate time zones in all materials 	Provide recordings within 12 hours	TBC	Proposed

		Severity table or Risk Matrix								
		Impact ↓	Likelihood↓							
			<i>1 - Rare</i>	<i>2 - Unlikely</i>	<i>3 - Likely</i>	<i>4 - Almost Certain</i>				
		<i>1- Minor</i>			R9					
		<i>2- Moderate</i>		R6, R7	R8, R10,R11					
		<i>3- Major</i>		R2, R4, R5	R1, R3					
		<i>4- Critical</i>								
		For Risk IDs (i.e. R1,R2...) refer to Risk Log				Risk Log				
		Risk ID	Description	Impact	Likelihood	Cell Rating				
		R1	Platform Failure	Major (3)	Likely (3)	3×3				
		R2	Key Speaker Cancellation	Major (3)	Unlikely (2)	3×2				
		R3	Budget Overrun	Major (3)	Likely (3)	3×3				
		R4	Website Glitch	Major (3)	Unlikely (2)	3×2				
		R5	Sponsor/Partner Withdrawal	Major (3)	Rare (1)	3×1				
		R6	Team Member Unavailability	Moderate (2)	Unlikely (2)	2×2				
		R7	Poor Internet Connection	Moderate (2)	Unlikely (2)	2×2				
		R8	Miscommunication Among Team	Moderate (2)	Likely (3)	2×3				
		R9	Low Audience Participation	Minor (1)	Likely (3)	1×3				
		R10	Ads Underperform / Miss Target	Moderate (2)	Likely (3)	2×3				
		R11	Time Zone Conflicts for Global Audience	Moderate (2)	Likely (3)	2×3				