|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | [03-05-2024] | Project purpose and need is not well-defined. | Moderate | 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 | [15-05-2024] | Poor team communication | High | High | Extreme | Group | Calls 3x a week (discord) regarding progress in the agile iteration 3. | Open | **Discord.com, computer or phone to call on** |
| 3 | 15-05-2024 | Making sure work is distributed equally so one person isn't submitting everything | Moderate | Moderate  (less marks for rest) | Medium | Group | Plan through meetings what work is dedicated to who so all is fair. | Open | **Trello, school or home computer to use trello.** |
| 4 | 15-05-2024 | Members of group dropping out of the course | Low | Moderate | Low | Brenden | We asked Brenden “What’s stopping you from dropping out?” He replied “I’m not failing currently.” | Open |  |
| 5 | 16-05-2024 | Performance risk | Low | High | Medium | Project manager | Meetings concerning what each member has done  Sticking to deadlines and milestones as per the Gantt chart | WIP | **Discord.com as well as Microsoft Teams’ chat function works, Trello can also be used for progress checks** |
| 6 | 22-05-2024 | Gantt chart not including goals necessary | Low | High | Medium | Project manager | Reviewing the Gantt chart as a group within the meeting sessions online | Open | **Computer or mobile device for calls, discord.com, teams, school meetings on school computers.** |

**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

Assess 6 risks in our project

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