# Risks and Open Issues

*Initially enter the risks and issues you have identified in your Statement of Work document.*

*After this you will keep a running document of your risks and resolutions.*

*You may choose to colour code for priority or status (open/closed); you may choose to assign a priority to each risk.*

*Also, keep this list up-to-date with all of the open action items and issues from your Meeting Minutes.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Risk or Issue Description** | **Potential Impact** | **Mitigation/Resolution Steps** | **Status** |
| *DD/MM/YYY* | *Overcommitment, promise too much* | *Not meet requirements, unsatisfied client, tarnished BCIT reputation, stress on us* | *Be concrete in establishing requirements and as specific as possible, constant communication, feedback system* |  |
|  | IOS port |  |  |  |
|  | *School* |  |  |  |

**Please note - this is a document template, only. All of the text in *blue italics* is for explanatory purposes and must be overwritten or deleted (along with this note) when you create your own version of this document.**