|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 |  | **Issues with uploading files**  **(Forgotten or network issues)** | Medium  (3) | High (5) | High (15) | Project Sponsor | Ensure that \*all\* required files are uploaded before the deadline. Double checking and cross reference with course charter | | Open | **https://docs.github.com/en/repositories/working-with-files/managing-files/adding-a-file-to-a-repository** |
| 2 |  | Meeting Deadlines | Medium (3) | High (5) | High (15) | Project Manager | Ensure and double check that all the staff will be meeting their deadlines.  This is left up to the project manager, as they manage all the staff and should therefore be responsible for checkin in with staff.  Or use project management tools, like Trello, or Gantt chart. | | Open | https://www.onlinegantt.com/ |
| 3 |  | Market Issues / Recession | Low (2) | High (5) | Low (10) | Project Sponsor | | Difficult to mititgate – As its an externally pressing issue.  There is little to anything the team or PS/funder can do to mitigate this issue. Though it is rarely occurring. Best option to just pray I guess. | Open | N/A |
| 4 |  | Quality Control | Medium (3) | High (4) | Medium (12) | Sales Manager (I think) | | Have a plan or process in place to refund and replace items – Therefore mitigating this issue.  Knowing how staff/How to deal with this process – Keeping customer satisfied on the case that a faulty / defective item is sold/sent out. | Open. | https://www.consumer.org.nz/articles/returns-and-refunds |
| 5 |  | EFTPOS/ Online banking issues | High (4) | High (5) | High (20) | Software Developer | | Issues with online banking or payments! Big issue as you want to avoid issues with 1. Taking money and not creating an order. 2. A transaction is denied, order created and then accidently given out (effectively free)  Software developer will handle this issue by 1. Ensuring transactions are verified and that a Sales Order is fulfilled, then processed. | Open | https://support.eftpos.co.nz/ |
| 6 |  | UX/UI | Medium (3) | High (4) | Medium (12) | Software Developer | | The Software Developer is responsible for such an issue. It is up to them for implementing the proposed design from the project sponsor and project manager.  A bad Ui/Ux will discourage users from using the site, and can see a decrease in sales, revenue or traction to the site. | open | https://en.wikipedia.org/wiki/User\_experience\_design |

**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

[1-2] = Low

[3] = Medium

[4-5] = Hgh

[1-5] = low

[6-14] = Medium

[15-25] = High

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