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What is a Risk Register?

A document listing:
1. Potential Risks: Possible issues that could arise during your project.
2. Probability: The likelihood of each risk (Very Likely, Likely, Possible, Unlikely).
3. Impact: The effect of the risk on your project if it occurs (Critical, Major, Moderate, Minor).

Risk ID	Risk Description	Probability	Impact	Risk Mitigation Plan
1	Delay in content creation	Likely	Major	Set earlier deadlines prioritize critical sections
2	Technical issues with hosting	Possible	Critical	Test hosting platform early, create backup plans.
3	Design inconsistencies	Likely	Moderate	Use a design template, review feedback regularly.
4	Insufficient time for testing	Very Likely	Major	Allocate time in the schedule specifically for testing.
5	Limited skills in coding	Possible	Critical	Use website builders or templates to simplify tasks.

Risk Mitigation Plan for High-Impact Risks

Risk	Mitigation Plan
Technical issues with hosting	1. Delay in content creation 2. Test deployment on a staging platform.
Delay in content creation	1. Start content work early. 2. Delegate tasks or use placeholders if necessary.
Insufficient time for testing	1. Build buffer days into the schedule. 2. Test early and iteratively.

Sample Quality Standards

1. Design Consistency: Ensure uniform layout, colors, and fonts across all pages.
2. Ease of Navigation: Check that menus and links are clear and functional.
3. Content Quality: Verify spelling, grammar, and accuracy of text.
4. Responsiveness: Test the website on different devices (mobile, tablet, desktop).
5. Functionality: Ensure forms, buttons, and links work correctly.
6. Performance: Check page load speeds and ensure no technical errors.

Quality Standard	Milestone	Pass/Fail	Comments
Design consistency	After Design Phase	Pass	Layouts and colors match the theme.
Ease of navigation	After Development	Pass	Menus and links function correctly.
Responsiveness	After Testing	Pass	Site works on mobile and tablet devices.
Content Quality	After Content Phase	Pass	No typos, grammar errors, or missing info.
Functionality	After Testing	Pass	Forms and buttons are working perfectly.
Performance	After Deployment	Pass	Pages load within 2 seconds.