Table 1: Risk register Sample

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| **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** |
| 1 | [10-05-2022] | The project purpose is not fully understood by the stakeholders. | Medium | Medium | Medium | Project Leader | Conduct a review on the project purpose and study team members to see if the purpose if well defined and goals are understood | Open |
| 2 | [10-05-2022] | Tools being used are not fully suited for the project. | Low | High | Medium | Project Leader | Analyse what tools are failing/not appropriate. Conduct research into technologies for better for future understanding of technology being used. | Open |
| 3 | [10-05-2022] | External problems arise for stakeholders, causing time constraints. | Medium | High | Medium | Project Leader | Plan out a workload schedule for each team member. Ensure this plan is comprehensive, convenient and can be followed on time. | Open |
| 4 | [10-05-2022] | Inaction early in the project’s life-cycle leading to a time crunch | High | Medium | Medium | Project Leader | Spreading deadlines throughout the project’s life-cycle to avoid a heavy workload towards the end | Open |
| 5 | [10-05-2022] | Project deadlines not being met | Low | High | Medium | Project team members | Ensure that each team member is aware of their assigned tasks and deadlines. | Open |
| 6 | [10-05-2022] | Team members not attending project meetings | Low | High | Medium | Project team members | Clearly define each member’s responsibilities for the project | Open |