| **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 | 21-05-2024 | Participation of all members | **Medium** | **Medium** |  | Project Manager | Take on the workload of the absent team member. | Open |
| 2 | 21-05-2024 | Timeline | Medium | Medium |  | Project Manager | Improve time management. |  |
| 3 | 21-05-2024 | System stability | Low | High | High | Project Manager | Backup everything onto a cloud service like Google Drive. |  |
| 4 | 21-05-2024 | Building access | Medium | High | High |  | Create a fire evacuation plan to prepare for a potential fire. Also, back everything up onto a cloud service like Google Drive, in case of any long-lasting damage. |  |
| 5 | 23-05-2024 | Gold Plating | Medium | Medium | Medium |  | Prioritise the project’s main code, before adding features. |  |

Table 1: Risk register Sample

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