**Risk Assessment**

**Key**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Rare** | **Unlikely** | **Possible** | **Likely** | **Certain** |
| **1** | **2** | **3** | **4** | **5** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Negligible** | **Minor** | **Moderate** | **Major** | **Extreme** |
| **1** | **2** | **3** | **4** | **5** |

**Likelihood Impact**

**Risk Rating (Likelihood \* Impact)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Low** | **Moderate** | **High** | **Extreme** |
| **1-3** | **4-9** | **10-14** | **15-25** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Ref | Risk Description | Cause | Risk Event | Likelihood  (1-5) | Impact  (1-5) | Risk Rating | Action |
| 1 | Global Pandemic | Second Covid-19 wave/outbreak. | Illness, Local lockdown, National lockdown. | 4 | 4 | 16 | Social Distancing, Covid-19 testing, back up all work in case out outages. |
| 2 | Running out of time | Poor time management and not preparing well. | Not completing the project and being asked to leave QA. | 2 | 5 | 10 | Set daily and weekly tasks and goals. Produce a timetable to stick to. |
| 3 | Lack of Experience | Having not used some technologies beforehand. | Not completing the project and being asked to leave QA. | 3 | 4 | 12 | Make time to study new technologies, ask questions, complete all the tutorials/exercises |
| 4 | Loss of work files | Computer/hard drive breaking | Loss of progress on project meaning I cannot complete it. | 2 | 4 | 8 | Regularly back-up saved worked to external storage  e.g. the cloud, memory stick |
| 5 | Self-management/application | Overworking and causing high stress and burnout | Preventing myself from completing my best work | 2 | 5 | 10 | Rest, don’t push myself too hard to far and set realistic goals. |

**Risk Register 1 – Initial Scores and Actions – Week 2**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Ref | Risk Description | Cause | Risk Event | Likelihood  (1-5) | Impact  (1-5) | Risk Rating | Action |
| 1 | Global Pandemic | Second Covid-19 wave/outbreak. | Illness, Local lockdown, National lockdown. | 5 | 4 | 20 | Social Distancing, Covid-19 testing, back up all work in case out outages. |
| 2 | Running out of time | Poor time management and not preparing well. | Not completing the project and being asked to leave QA. | 2 | 5 | 10 | Set daily and weekly tasks and goals. Produce a timetable to stick to. |
| 3 | Lack of Experience | Having not used some technologies beforehand. | Not completing the project and being asked to leave QA. | 2 | 4 | 8 | Make time to study new technologies, ask questions, complete all the tutorials/exercises |
| 4 | Loss of work files | Computer/hard drive breaking | Loss of progress on project meaning I cannot complete it. | 2 | 5 | 10 | Regularly back-up saved worked to external storage  e.g. the cloud, memory stick |
| 5 | Self-management/application | Overworking and causing high stress and burnout | Preventing myself from completing my best work | 2 | 5 | 10 | Rest, don’t push myself too hard to far and set realistic goals. |

**Risk Register 2 – Start of week 5**

**Changes from Risk Register 1 to Risk Register 2**

* Risk Ref 1 – I increased the likelihood from 4 to 5 of the global pandemic risk because Covid-19 cases have started to rise significantly in recent weeks in the UK.
* Risk Ref 3 – I decreased the likelihood of lack of experience from 3 to 2 because after the few weeks of training since I made risk register 1 I have become more confident in the technologies we’re using to work on the project.
* Risk Ref 4 – I increased the impact of losing my work files from 4 to 5 because of the work that I have completed in week 5. If I were to lose them it would be more fatal to my project than if I was to lose my work in week 2 when risk register 1 was made.