**To-Do list project 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**

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

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

**Risk register 1 – Initial scores and actions – Week 7**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | Unplanned tasks increasing workload of project | Discovering tasks needed to complete the project which were not noticed when originally planning. | Being unable to complete the project and risk losing marks | 3 | 3 | 9 | Work in an Agile way, always been open to changes to the project. |
| 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 | 4 | 8 | Rest, don’t push myself too hard to far and set realistic goals. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | Unplanned tasks increasing workload of project | Discovering tasks needed to complete the project which were not noticed when originally planning. | Being unable to complete the project and risk losing marks | 2 | 3 | 6 | Work in an Agile way, always been open to changes to the project. |
| 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 | 4 | 10 | Rest, don’t push myself too hard to far and set realistic goals. |

**Risk register 2 – Initial scores and actions – Week 7**

**Changes**

* I decreased the likelihood of unplanned tasking occurring because I have a strong idea of what I need to do to complete the project but didn’t reduce it to 1 because there’s always a chance of that occurring.
* Due to the risk register’s being completed fairly close to each other I saw no other risks that needed altering.