

Risk Register

Project name: Raspberry PI Music Voting Server
Project manag: Mykhailo Svyrydovych

ID	Date raised	Risk description	Likelihood of the risk occurring	Impact if the risk occurs	Severity <i>Rating based on impact & likelihood.</i>	Owner <i>Person who will manage the risk.</i>	Mitigating action <i>Actions to mitigate the risk e.g. reduce the likelihood.</i>	Contingent action <i>Action to be taken if the risk happens.</i>	Status
1	[enter date]	Project purpose and need is not well-defined.	Medium	High	High	Mykhailo	Establish good communication in the team. Explain each phase of the project. Discuss	Escalate to the Project Board with an assessment of the risk of runaway costs/never-ending project.	Open
2	[enter date]	Project schedule is not clearly defined or understood	Low	Medium	Medium	Mykhailo	Hold schedule meetings with all team members	Revisit the schedule wih the project team. 'Relaunch' the schedule.	Open
3	[enter date]	Delays in completing tasks	High	High	High	Parisa	Ensure that task tracking is done in YouTrack tool. Check dates.	Make additional team meetings. Include other team members in task solving	Open
4	[enter date]	Unplanned work that must be accommodated	Medium	High	Medium	Parisa	Improve planning by holding regular team meetings	Project Manager should make plan of action, including impact on time, cost and quality.	Open
5	[enter date]	Lack of communication, causing lack of clarity and confusion.	Medium	Medium	Medium	Elvin	Make sure that team uses online communication channels as well as regular meetings offline.	Correct misunderstandings immediately. Clarify areas that are not clear swiftly using assistance from Project Sponsor if needed.	Open
6	[enter date]	Unresolved project conflicts not escalated in a timely manner	Low	Medium	Medium	Elvin	Hold regular project team meetings and look out for conflicts. Review the project plan.	Gain assistance from Project Manager to resolve the conflict.	Open
7	[enter date]	Inadequate testing leads to need of bug fixing in future phases, that delays schedule in general.	High	High	High	Hazlet	Ensure responsible person prepares test cases/quality checks and protect testing/quality assurance window.	Raise risk immediately and raise issue if it is clear testing inadequate. Testing can be extended.	Open