# Risk

- Something that **might** happen.
- It has a **probability** of happening <u>and</u> an **impact**.

# Issue

- Something that **has** happened or **is** happening right now.
- It has an **impact**.

# Issue Log

| Issue Ref # | Date raised | Issue Title | Issue Description | Name who raised it | Responsible Party | Priority | Recommended Actions | Status | Closed Date |
|---|---|---|---|---|---|---|---|---|---|
| 123 | 1-Jan | Requirements Sign-Off Missing | Unable to obtain requirements sign-off from LATAM Tech liaison | Joe Doe | Jane Doe | High | Escalate to LATAM Region Manager | Open | TBD |

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# Risk Log

| Risk Ref # | Date raised | Risk Title | Risk Description | Name who raised it | Responsible Party | Probability | Impact | Mitigation Actions | Status | Closed Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 123 | 1-Jan | Schedule Risk | Schedule is falling behind as team members are busy with other project | Joe Doe | Jane Doe | High | Medium | Meet with Senior Management to prioritize all projects | Open | TBD |