**risk assessment**

Risks would be a hazard when it comes to our project work which could jeopardies us in the long run. These risks can be transformed into a form where it assigns each risk from 1 to 5. So as time goes by, we the project team should make sure that none of these hazards/risks should never occur during the process of doing our project. The table shows each risk level from 1 being low risk and 5 being a high risk.

|  |  |  |
| --- | --- | --- |
| List of risk | How to prevent hazard occurring | Level of risk (1 to 5) |
| Not having enough time on a specific tasks. | Using a software such as Gantt chart to shows the | 3 |
| Forgetting what the role would be | Use the time keeping form(look back on what was said to know your role) | 4 |
| Lack of communication that’s ineffective within team | Use WhatsApp to communicate when one of us has a problems and ideas have. | 2 |
| Changes might occur once we begin developing | Look back at the mind map and what's been said on WhatsApp to stick to plan. | 2 |
| files might be lost | Use a good source to make back up files to prevent loss of work | 5 |
| Not knowing how to develop website | Do some research and train on how to use it. | 3 |