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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ID** | **Date raised** | **Risk description** | **Likelihood of the risk occurring** | **Impact if the risk occurs** | **Severity** *Rating based on impact & likelihood.* | **Owner** *Person who will manage the risk.* | **Mitigating action** *Actions to mitigate the risk e.g. reduce the likelihood.* | **Status** | **Useful resources** |
| 1 | [26-10-2021] | **Project purpose and need is not well-defined.** | Medium | High | High | OTTO | Complete a business case if not already provided and ensure purpose is well defined on Project Charter and PID. | Open | **<https://www.stakeholdermap.com/project-templates/business-case-template.html>** |
| 2 | [26-10-2021] | **Contractor Failure** | Low | High | High | NERO | Look for a faithful contractor which is famous in the world. | CLOSE |  |
| 3 | [26-10-2021] | **Optimism and inadequate Design** | Medium | High | High | HECTOR | Make decisions more carefully, carefully check the project details and improve the design | Close |  |
| 4 | [26-10-2021] | Shortchanged Quality | Low | Medium | High | QIAQIA | Check the source of product problems, improve problems and replace inferior products | close |  |
| 5 | [26-10-2021] | The friction between contractor and customer | Medium | Low | Medium | OTTO | Coordinate the problems between contractor and customers,and communicate with both parties | close |  |
| 6 | [26-10-2021] | Weak Personnel | Medium | High | Medium | HECTOR | Formulate the tasks of each team member, complement each other's deficiencies, and seek help from others | close |  |

**Note: please make sure you fill all information related to your project below and convert everything to Wiki page (GitHub)**

Table 1: Risk register Sample

Reference: Excelonist (n.d.) *PM template*. htttp://www.Excelonist.com.