

Legend	Probability and Impact Ranking	Severity Ranking	Status									
	1	1 - 5	Open									
	2 - 3	6 - 15	Resolved									
	4 - 5	16 - 25	Delayed									

PROJECT RISK REGISTER — Documentary & Website Project

Risk ID	Risk Category	Risk Description	Risk Consequence	Risk Mitigation Plan	Secondary Risks	Probability (1-5)	Impact (1-5)	Severity (P x I)	Risk Owner	Status	Comment
R1	Schedule Risk	Delay in securing interview availability from key stakeholders (family, colleagues, students).	Documentary timeline extended; editing delayed; launch pushed.	Early scheduling, flexible time slots, backup interviewees.	Poor storytelling or missing perspectives.	4	4	16	Project Manager	Closed	Begin scheduling immediately.
R2	Resource Risk	Limited availability of production crew or equipment.	Filming delays; reshoots; reduced quality.	Pre-book equipment; have backup crew options; maintain equipment checklist.	Increased project cost.	3	5	15	Production Lead	Closed	Reserve equipment 2 weeks ahead.
R3	Technical Risk	Audio or video malfunction during recording.	Poor-quality footage; need for reshoots; delayed editing.	Test all equipment before shoot; record backup audio; use dual storage devices.	Increased editing workload.	3	5	15	Videographer	Closed	Conduct full tech rehearsal.
R4	Content Risk	Insufficient archival materials (photos, documents, achievements).	Website and documentary may lack depth; weaker storytelling.	Early request for materials; scan and digitize items; pull from university archives.	Inaccurate or incomplete representation.	3	4	12	Content Lead	Closed	Sponsor to provide archives.
R5	Stakeholder Risk	Late approval or feedback from sponsor.	Bottleneck in editing, UI design, and final cut delivery.	Set clear review timelines; send reminders; provide pre-aligned templates.	Compressed delivery timeline.	4	3	12	Project Manager	Closed	Align expectations early.
R6	Environmental Risk	Bad weather affecting location-based shoots.	Rescheduling; increased cost; missed key footage.	Keep indoor alternatives; monitor weather forecasts; flexible shoot schedule.	Crew overtime.	2	4	8	Production Lead	Closed	Indoor locations on standby.
R7	Website Development Risk	Delays in integrating video files due to large file sizes.	Slow website rollout; hosting issues; poor performance.	Optimize video; choose proper hosting; embed with CDN.	Increased hosting cost.	3	4	12	Web Developer	Closed	Test performance early.
R8	UX/UI Risk	Sponsor may request major UI redesigns late in the project.	Rework; extended timeline; possible overshoot of budget.	Early design prototype; multiple feedback sessions; UI sign-off before development.	Delay in other project phases.	3	5	15	UI/UX Designer	Closed	Present Figma prototype early.
R9	Data Risk	Loss of footage or corrupted files.	Irrecoverable losses; forced reshoots; timeline impact.	Backup files on multiple drives; use cloud storage; maintain version control.	Reshoot cost.	2	5	10	Production Lead	Closed	Backup immediately after each shoot.
R10	Compliance Risk	Use of copyrighted music/images without clearance.	Legal issues; inability to publish documentary; re-editing cost.	Use only licensed/royalty-free media; sponsor to provide permissions.	Additional budget for licensed content.	2	5	10	Project Manager	Closed	Maintain copyright log.
R11	Reputation Risk	Misrepresentation or omission of key achievements.	Sponsor dissatisfaction; credibility concerns.	Fact-check all content; have sponsor validate biography sections.	Multiple revision cycles.	2	4	8	Content Lead	Closed	Validation checklist required.
R12	Integration Risk	Website breaks on mobile devices due to video-heavy content.	Poor user experience; accessibility issues.	Mobile-first testing; compress video; use optimized formats.	High bounce rate.	3	4	12	Web Developer	Closed	Enable responsive testing.
R13	Budget Risk	Additional costs for extended filming, tools, revisions.	Budget overrun; resource constraints.	Monitor expenses; approve changes formally; contingency buffer.	Reduced quality if cost-cutting becomes necessary.	3	4	12	Project Manager	Closed	Track all expenses weekly.
R14	Communication Risk	Misalignment within the production team or website team.	Delays, duplication of tasks, missing deliverables.	Weekly stand-ups; clear roles via RACI; communication plan.	Reduced team morale.	3	3	9	Project Manager	Closed	Slack group recommended.
R15	Performance Risk	Final documentary or website not meeting sponsor's expectations.	Additional edits; launch delay; reputational damage.	Continuous feedback loops; quality assurance checks; test screening.	Project scope creep.	3	5	15	Project Manager	Closed	Introduce milestone approvals.