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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 | 21-3-2022 | Project purpose and need is not well-defined. | Medium | High | High | Project Sponsor | 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**](https://www.stakeholdermap.com/project-templates/business-case-template.html) |
| 2 | 30-03-2022 | Project taking longer than estimate | Medium | High | High | Project planner | Project schedule using gantt chart and increase communication and making requirement clear. | Open | <https://www.gantt.com/creating-gantt-charts> |
| 3 | 15-04-2022 | High cost of project equipment | Medium | High | High | Project Manager | Estimate each element of project and stick closely to the budget. Planning poker to estimate each of the requirements | Open | <https://www.planningpoker.com/> |
| 4 | 19-04-2022 | Miscommunication with stakeholder or unclear deadline | Medium | High | High | Project Manager | Make Project information visible. Make requirements more clear using stakeholder register. Write a communication plan that includes – frequency, goal of each communication |  | <https://www.stakeholdermap.com/stakeholder-register.html> |
| 5 | 20/05 | Scope Creep | Medium | High | High | Project Manager | Document the project scope in project initiation document. Refer to it throughout the project and evaluate all modifications against it, making sure that any changes are in line with the Business Case. |  | <https://prince2.wiki/management-products/project-initiation-documentation/> |
| 6 | 24/05 | Insufficent website testing leads to customer complaints and profit loss | Medium | High | High | Project manager | Ensure related departments perform quality checks and test site functions before updating the site. User testing can be done as well through online websites. |  | Should do user testing with freelancer website example how we did park mate app –  <https://app.optimalworkshop.com/register> |
| 7. | 28/05 | product not meeting requirements | Medium | High | High | Project Manager | Follow iterative approach, Review and follow project life cycle approach, gather requirements etc |  |  |

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