|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ID | Date raised | Risk description | Likelihood of the risk occurring | Impact if the risk occurs | Severity | Owner | Mitigating action | Status | Useful resources |
| 1 | 8/3/22 | Project purpose and need is not well-defined. |  |  |  | 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 | 22/3/22 | Hosting Servers go down |  |  |  | Project manager | Discuss with host first, find out if they have backups. if not, find/ plan a backup personally | Open | <https://www.spiceworks.com/it-articles/tools-when-server-is-down/> |
| 3 | 29/3/22 | Supplier Risk |  |  |  | Project manager | Insurance and specific contracts to minimize failure, find backups if possible | Open | <https://www.ariba.com/solutions/solutions-overview/supplier-management/supplier-risk.html?campaigncode=CRM-YA22-INT-1517074&source=ppc-au-google_ads-search-71700000093889796-58700007815665653-ism_ism-ismx--&dfa=1&gclid=Cj0KCQjwspKUBhCvARIsAB2IYus1ON-8ediiN1EDlrxTKSEUujIeA8s4PxtmfqU3TDVCk5D-wMonRQcaAkRoEALw_wcB&gclsrc=aw.ds> |
| 4 | 5/4/22 | Project schedule not clearly defined |  |  |  | Project manager | Schedule workshop, create schedules for all to reduce missed tasks | Open | https://www.projectmanager.com/guides/project-scheduling |
| 5 | 12/4/22 | Change in customer preference, causing decreasing market size |  |  |  | Project manager | Regularly check common trends amongst customers across different sites, try to keep up with change as closely as possible | Open | <https://www.investopedia.com/articles/trading/09/what-factors-createtrends.asp#:~:text=Trends%20are%20what%20allow%20traders,what%20creates%20profits%20and%20losses> |
| 6 | 26/4/22 | Scope creep |  |  |  | Project manager | Keep record of scope using charter or something similar and constantly refer back to it | Open | <https://www.projectmanager.com/blog/project-charter> |
| 7 | 3/5/22 | Stakeholder action delays the project |  |  |  | Project manager | Create and receive approval for a management plan based on stakeholder importance, check regularly to ensure it is managed well | Open | https://www.projectengineer.net/how-to-develop-a-stakeholder-engagement-plan/ |
| 8 | 10/3/22 | Key people fall ill/ are unavailable |  |  |  | Project manager | Create a work from home plan | Open | https://www.emerald.com/insight/content/doi/10.1108/JWAM-01-2021-0003/full/html#:~:text=Furthermore%2C%20five%20critical%20factors%20for,WFH%20mode%2C%20and%20organisational%20support. |