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| **Project Completion Risk** | | |  | | |
| **Risk** | **Cause** | **Management** | **High Risk** | **Medium Risk** | **Low Risk** |
| **Hardware failure** | Damage or Loss of equipment | Keep equipment in a safe place and check equipment daily |  |  | **3** |
| **Unable to access required materials** | Course related material, unable to open/generate... | Backup files |  |  | **2** |
| **Unsuitable Environment** | Poor lighting, seating, cluttered workspace etc... | Workstation organised and comfortable. |  |  | **1** |
| **Network Loss** | Network provider has service fault | Set up early to troubleshoot any connection problems.  Have backup network available |  | **7** |  |
| **Misunderstanding Project outline** | Not reading through the full out project brief | Ensure project outline is referred to regularly. |  | **6** |  |
| **Procrastination** | Not completing tasks in the allocated time | Ensure a set number of hours is reserved daily to complete work.  Set targets. |  | **5** |  |
| **Physical and Mental Health** | Worrying about being infected with the Covid-19 and possibly even having it. | Follow government advise and relevant organisation if the need arises. | **8** |  |  |
| **Fatigue** | Over exhaustion by means of equipment use or other general stress | Intermittent rests | **9** |  |  |

**Keys**

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| **Low** | **0-4** |
| **Medium** | **5-7** |
| **High** | **8-10** |

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| **Business Risks** | | |  | | |
| **Risk** | **Cause** | **Management** | **High Risk** | **Medium Risk** | **Low Risk** |
| **Power outage** | The main grid has service issues. | Ensure a generator is in place for such events |  |  | **4** |
| **Not enough storage for stock** | The available warehouse did not allow for business growth. | Monitor business growth regularly.  Supply and demand. |  |  | **3** |
| **Low Stocks** | Not keeping enough stock for the online demand. | Comparing the number of sold items to the number of items in stock. |  | **6** |  |
| **Low Traffic to site** | Not enough people are aware of the website. | Increase advertising and search optimization. |  | **7** |  |
| **Communication failure** | The main network is faulty. | Monitor closely on a daily business. | **9** |  |  |

**Keys**

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| --- | --- |
| **Low** | **0-4** |
| **Medium** | **5-7** |
| **High** | **8-10** |