Risk Register

#### (Vageta)

Table 1: Risk register Sample

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | 13-05-25 | **Unskilled personnel (new/fresh people who are unfamiliar with x)** | Medium  **(2)** | High  **(4)** | **Medium**  **(8)** | **Terrence** | **Reading github documentation, and practice using a demo template** | Open |  |
| 2 | 13-05-25 | **Scheduling (Running behind time)** | Medium  (3) | Medium  (3) | Medium  (9) | **Naish** | **Creating a Gantt Chart and make sure to document all tasks** | Open | <https://asana.com/resources/project-timeline-schedules> |
| 3 | 13-05-2025 | **Equipment Failure (Laptops, Internet)** | Medium  (2) | High  (5) | Medium  (10) | **Cameron** | **Ensure all equipment is insured and taken care of. (also charged)** | Closed |  |
| 4 | 13-05-2025 | **Data Loss (not saving project files)** | Medium  (2) | High  (4) | Medium  (8) | **Terrence** | **Ensure all files are backed up in two or more locations.(Git hub and local computer)** | Open | <https://www.zluri.com/blog/data-loss> |
| 5 | 13-05-2025 | **Miscommunication** | Medium  (3) | High  (5) | High  (15) | **Naish** | **Proof read one another’s work.** | Open |  |
| 6 | 13-05-2025 | **Miscalculated budget** | Medium  (3) | High  (4) | Medium  (12) | **Cameron** | **Maintain equipment, watch budget, run expenses through accountant** | Open | <https://www.scoro.com/blog/reasons-your-project-keeps-going-over-budget/> |

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

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