|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | [03-06-2021] | 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 | [29-10-2021] | Issue of incorrect password | Low | Low | High | User | Users can retrieve the password via their mobile phone number or email address. | Open |  |
| 3 | [29-10-2021] | Testing reveals a lot of defects | Low | High | Medium | User | Repeat the test to find bugs, then fix the bugs or improve the test. | Open |  |
| 4 | [29-10-2021] | Design is not robust | Low | High | Medium | Project researcher | Reduce the scope of projects by removing non-essential requirements. | Open |  |

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

Table 1: Risk register Sample

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