|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ID** | **Date raised** | **Risk description** | **Likelihood of the risk occurring** | **Impact if the risk occurs** | **Severity** | **Owner** *Person who will manage the risk.* | **Mitigating action** *Actions to mitigate the risk e.g. reduce the likelihood.* | **Status** | **Useful resources** |
| 1 | [22-05-2023] | 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 | [22-05-2023] | Inexperienced project team | Low | High | High | Project Manager: \_\_\_\_\_\_\_\_ | Reach out to more experienced teams for input | Closed | **Project examples from other teams** |
| 3 | [22-05-2023] | Inadequate resources | Low | Medium | Low | Team Lead: \_\_\_\_\_\_\_\_ | Identify required resources using resource list to competently meet project requirements | Closed | **https://www.teamly.com/blog/lack-of-resources-in-project-management/** |
| 4 |  | Technical Issues: data integrity loss | Low | High | Medium | Database Admin: \_\_\_\_\_\_\_\_ | Save backups for each team member as well as an online drive accessible to the team. | Closed | **Google Drive** |
| 5 |  | Disrupted Communication between team | Low | High | Medium | Team Lead: \_\_\_\_\_\_\_\_ | Multiple ways to contact online. Have contact details for team members | Closed | **https://www.devstride.com/blog/communication-challenges-in-project-management** |
| 6 |  | Lack of stakeholder engagement | Low | High | Medium | Project Manager\_\_\_\_\_\_\_\_ | Meeting reports and progress reports encourage open communication | Open | **https://refinem.com/5-warning-signs-that-your-stakeholders-arent-engaged-with-your-project/** |
| 7 |  | Technical Issues: Privilege issues (Admin privileges in project) | Low | Low | Low | Database Admin: \_\_\_\_\_\_\_\_ | Ensure all relevant team members have the correct privileges allocated, assign labels to new members to work out easily assign privileges | Closed | **https://support.atlassian.com/jira-cloud-administration/docs/manage-project-permissions/** |
| 8 |  | Lack of user feedback and evaluation | Low | Medium | Medium | UXUI Designer/Web Dev: \_\_\_\_\_\_\_\_ | Incorporate user response to increase positive user feedback | Open | ITUX5.120 UXUI Fundamentals |

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

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