

Tongariro Enterprises Ltd
Risk Register for GeT-HTML Project

Version: 1.00

No.	Risk	Likelihood	Impact	Severity	Owner	Date	Mitigation	Impact	Severity	Action	Completion	Date	Comments
1	If our estimation for time taken to progress through the project is incorrect, there is a risk we don't get things done on time, and the project could fail to meet the deadline				Project Manager	30-May	Each week get updates from team on where the project is at, and reevaluate if needed						
2	If our budget allocation is incorrect, then there is a risk we can't afford certain things, and the project could remain unfinished until more funding is received				Project Manager	1-Jun	Keep track of all costs each week and reevaluate budget allocation if unforeseen circumstances occur						
3	If one of our staff members leave, then there is a risk that we won't have enough people to cover for the workload, and the project could fail to meet the deadline				Project Co-ordinator	30-May	We will need to cover for their workload until we can bring in someone to take their place. Worst case scenario we can subcontract,						
4	If one of our staff members gets sick, then there is a risk that we won't have enough people to cover for the workload, and the project could fail to meet the deadline				Project Co-ordinator	30-May	We will need to cover for their workload until they get better or/and we could plan for temp staff						
5	If the software developer's computer breaks down, then there is a risk that we can't get any work done, and the project could fail to meet the deadline				Project Co-ordinator	30-May	We will need to find an alternative way to get work done, such as getting a new computer, we will save the progress in github and commit every day						
6	If there are changes to the scope of the project, there is a risk that our budget is used for nothing and the remaining budget is smaller than necessary				Project Manager	1-Jun	Each week get updates from team on where the project is at, and reevaluate if needed						
7	If the control book is not completed by the deadline, there is a risk that the project will be delayed and will fail to meet the deadline				Project Manager	1-Jun	Ensure to finish the control book, even if we need to work overtime						
8	If communication between the office and client are delayed, there is a risk this may have repercussions on the rest of the project and cause delays to the end result				Project Manager	1-Jun	Delays will be expected, so we will need to work around these delays and plan ahead						
9	If during the development there are bugs that impact the project, there is a risk that the project will not work as planned, and will be received poorly by the customers				Developer	1-Jun	Notify the team on what bugs have been found, and keep track of them, we will use TDD for development						
10	If none of our staff members have the skillset needed to complete a particular task, then there is a risk that we can't complete the project				Project Co-ordinator	1-Jun	Employ someone who is capable of doing the job, enroll employees in training, or outsource the workload						
11	The client does not like the product which is delivered				Project Co-ordinator	1-Jun	Through using an agile approach, with meetings where the client is present, we will ensure we are on the same page. Decisions from the meeting will be documented to show the client's agreement throughout the development process						
13	Underscoping the project. Some expectations from the clients may not have been understood in the business analysis phase. The expectation of the client might be for more features than communicated				Project Manager	1-Jun	A brief with the scope and out of scope is given to the client. All decisions will be documented well						
15	Lack of leadership of the senior developer among the developers				Project Manager	1-Jun	While the senior developer is a highly competent person, she is not the most assertive. The Project Manager will ensure that the senior developer is empowered and coaches her along the way						

[illegible]