|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ID** | **Date raised**  **提出日** | **Risk description**  **风险描述** | **Likelihood of the risk occurring**  **风险发生的可能性** | **Impact if the risk occurs**  **发生风险时的影响** | **Severity** *Rating based on impact & likelihood.*  **严重程度**  基于影响和可能性的评级。 | **Owner** *Person who will manage the risk.*  **老板**  负责管理风险的人。 | **Mitigating action** *Actions to mitigate the risk e.g. reduce the likelihood.*  **缓解行动**  降低风险的行动，例如降低可能性。 | **Status**  **状态** | **Useful resources**  **有用的资源** |
| 1 | [03-06-2021] | Project purpose and need is not well-defined.  项目目的和需要没有明确定义。 | Medium | Low | **Medium** | Project Sponsor  项目发起人 | Complete a business case if not already provided and ensure purpose is well defined on Project Charter and PID.  完成一个尚未提供的业务案例，并确保项目章程和PID中明确了目的。 | Open | **<https://www.stakeholdermap.com/project-templates/business-case-template.html>** |
| 2 | [26-10-2021] | User interface is not friendly | High | High | **High** | UX designers | UX designers will implement interface design workshops for software developers to identify the usability concept | **Open** |  |
| 3 | [26-10-2021] | Personnel shortfalls Staffing with top talent | Medium | High | **High** | Project Sponsor | Job matching; Team building; Key-personnel agreement; Training; Prescheduling key people. |  |  |
| 4 | [26-10-2021] | Unrealistic schedules and budgets Detailed multisource cost and schedule estimation | Low | Medium | **Medium** | The financial department | Design to cost; Incremental development; Software reuse; Requirements scrubbing. |  |  |
| 5 | [26-10-2021] | Developing the wrong software functions Organization analysis; Mission analysis | Medium | High | **High** | Software development department | OPS concept formulation; User surveys; Prototyping; Early users’ manuals. |  |  |
| 6 | [26-10-2021] | Continuing stream of requirements changes High change threshold; Information hiding | High | High | **High** | Incremental development | Incremental development (defer changes to later increments). |  |  |

**Note: please make sure you fill all information related to your project below and convert everything to Wiki page (GitHub) 注意:请确保您填写了所有与您的项目相关的信息，并将所有内容转换到Wiki页面(GitHub)。**

Table 1: Risk register Sample

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