|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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] | The password is wrong | Low | Medium | Low | Information  System  Manager | Increase the management of the information system and type ”forget password” to retrieve the password through the entered personal information | **Open** |  |
| 3. | [29-10-2021] | Technical Risk | Low | Low | Medium | Technician | Interview a new technician which is more professional | open |  |
| 4 | [29-10-2021] | The staff cannot go to work in a good mood | Low | Low | Low | Staff | Invite a psychologist to a place for offering advice or talk about troubles | open |  |
| 5 | [29-10-2021] | Operating income cannot make ends meet | High | High | High | Manager | Hold a meeting to have a talk about the company’s future operation mode and improvement methods | open |  |
| 6 | [29-10-2021] | The server is invaded , resulting in massive paralysis | Low | High | High | All | All departments of the company should make emergency response and deal with the biggest crisis through the cooperation of each department | 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.