

Week 3 Deliverable

Team - 15

Name : Syed Hur Abbas Naqvi

Date : 28-July -2025

Risk Register

MAJOR RISKS						
Risk ID	Risk Title	Description	Impact	Likelihood	Mitigation	Owner
R-001	Venue Cancellation	Venue might become unavailable due to unforeseen issues.	High	Medium	Have a backup venue; include cancellation clause in contract.	Logistics Lead
R-002	Cybersecurity Breach	Event registration system might get hacked, exposing attendee data.	High	Low	Use multi-factor authentication; partner with cybersecurity firm.	IT Security
R-003	Keynote Speaker No- Show	A major speaker might cancel, affecting event reputation.	High	Medium	Arrange backup speakers; include contingency clauses in speaker contracts.	HR

MINOR RISKS						
Risk ID	Risk Title	Description	Impact	Likelihood	Mitigation	Owner
R-004	Internet Downtime	Wi-Fi outage may disrupt digital presentations or interactions.	Medium	Medium	Contract with multiple ISPs; have offline backups of key materials.	IT Team
R-005	Volunteer No-Shows	Staff or volunteers might fail to show up.	Low	High	Maintain a reserve list; offer incentives.	HR Coordinator
R-006	Language Barriers	Some attendees may not understand English-only sessions.	Medium	Low	Offer translation services; provide multilingual signage.	Communications Lead

1) Risk Monitoring & Reporting Section:

Risk Review Frequency: Weekly risk review meetings during the 4-week planning phase.

Reporting: Status updates shared in project WhatsApp group & Google Sheet.

Escalation: High risks escalated immediately to project sponsor.

2) Assumptions Section:

All vendors and stakeholders have confirmed availability. Internet services remain stable for all team members.

Backup options (speakers/venues) will be available with 48-hour notice. Team members will be available for daily updates.