**RISK REGISTER**

**Project : B-to-B matchmaking for buyers and sellers**

**Project No: Project 1**

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| **No** | **Description** | **Impact** | **Occurance %** | **Mitigation Strategies** | **Contingency Plan** |
| 1  (V) | A group member leaves the project midway | H | L | This risk cannot be prevented in case the impact does occur. To reduce impact, we have regular meetings and keep other members up to date with work, as well as giving each other notice if something is to occur. | Record meeting minutes and progress on the project, to reduce workload in case the risk does occur. The remaining work from that member is then redistributed to the other members. |
| 2  (V) | Source code becomes corrupted | H | M | Backup progress on Github, and each member working on individual local hosts until code is suitable to upload to the main repository without errors | Download most recent, working copy of project from github repository. |
| 3 (L) | Learning new content and slow application | H | M | Use technology that each member is familiar with to reduce time needed to learn new tools. If incase new tools are needed to be learnt, dedicate personal time to learn and teach other members. | Set aside group time to help and aid each other to speed up learning process and refreshing each other on tools used. |
| 4  (O) | Scope Risks | H | L | Functions and objectives of the project clearly stated before commencing project and noted within the project charter for reference. Prioritise tasks that are required before other components are implemented. Regular meetings to discuss and re-prioritise tasks if needed. | Document changes to the project, and shift the scheduling of tasks through communication and notices from group members. Ensure all members are up to date on the tasks at hand. |
| 5  (O) | Deadlines | H | M | Monitor teach members tasks through trello and communication in/outside regular meetings. Set strict timeframes for all tasks assigned to members to ensure flow of work. | Note deadlines and notify the group if one is missed. Discuss and identify the issue as to why the deadline was missed. Constantly review work progress through meetings. Reprioritise tasks into smaller tasks if needed. |
| 6(E) | Hardware Failure | M | L | Ensure all hardware is operating appropriately and perform any required maintenance.Ensure each member has a copy of documentation and files relating to the project backup. | Report any issue among members to try solve the problem together to reduce project productivity. |
| 7(E) | Insufficient Documentation | M | M | Upload any relevant documentation to share drive and ensure it is up to date. Ensure documentation is clearly explained to allow members to understand what the documentation is about. | Update any documentation as required. Make sure comments and instructions are clear for all members to understand. |

Impact = Impact on the project

Occurance = How likely that the risk will happen