Risk Register

Likelihood: 1-3

Severity: 1-3

Impact: Likelihood*Severity

Hazard	Category	Likelihood	Severity	Impact	Mitigation (where Impact > 4)
Data breach	System	1	3	3	
Scheduling delays in the project	Project	3	2	6	1. Frequent meetings 2. Open communication between all members 3. Status of tasks updated frequently 4. Reassign tasks according to priority
Unplanned work	Project	3	2	6	1. Frequent updates made to the requirements 2. Tasks organised 3. Upkeep of documentation 4. Reassign tasks according to priority

Lack of communication between team members	Project	2	3	6	1. Open communication between all members 2. 3 meetings per week 3. Discord and WhatsApp to discuss matters/needs
Lack of skill to deliver on agreed requirement	Team	3	3	9	We need to make sure that we have checkpoints, that is a roadmap with deadlines that we are hitting each week, or all the alternate weeks. TH
Lack of communication between team and client	Project	3	3	9	1. Designate client contact to one team member to be responsible for emails 2. During client meetings, designate 3 note takers and the rest of the team ask questions 3. Condense/collect all notes into one document after each client meeting
Scope creep	Project	3	3	9	1. Keep track of all requirements and any changes 2. Finalise requirements with client and get approval

					3. Assign priority to tasks
Projects conflicts not resolved in time	Project	2	3	6	1. Discuss in team meetings about any conflicts 2. Merge frequently 3. Set manageable deadlines
Project purpose not well-defined	Project	1	3	2	
Slow adoption of system by users	System	2	2	4	