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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | 13/05/2025 | Not meeting the agreed/forecast Subscription Target within the first 3 months of product launch | Medium  3 | High  5 | High  23 | Lori Gugich | Adequately advertising the product and service across relevant social media, other media and analog channels | Open |  |
| 2 | 13/05/2025 | Design of the website is inadequate – Confusing to use for first time users and does not highlight advertised functions | Medium  3 | High  5 | Medium  10 | Althea Lagudas | Conduct thorough user testing/cognitive walkthroughs throughout the design process to ensure that the design is easy to understand and meets user needs. | Open |  |
| 3 | 13/05/2025 | Underestimating the needed resources for the project resulting in going over budget | Low | Medium | Medium | Project Sponsor | Track spending once a week to ensure we are within budget.  Have a budget buffer (10% - 15%) for unexpected costs. | Open |  |
| 4 | 13/05/2025 | Schedule delay in task completion due to task underestimation and team member unavailability (e.g. sickness) | Low | Medium | Low | Althea Lagudas | Implement buffer time for high-risk tasks and improve task estimation through research and planning. | Open |  |
| 5 | 13/05/2025 | Software is not able to function properly on different platforms or devices. | Medium | Medium | Medium | Chloe Cawood | Conduct early testing on targeted platforms and use cross platform frameworks. | Open |  |
| 6 | 13/05/2025 | Subscription system may malfunction, causing incorrect charges, failed activations, or access issues. | Medium | High | High | Chloe Cawood | Thoroughly test subscription system, monitor it regularly and set up customer support channels. | 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.