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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 | [Advertising Strategies: What Types There Are and 15 Examples](https://www.cyberclick.net/numericalblogen/advertising-strategies-what-types-there-are-and-examples) |
| 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  12 | 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 | [cognetive walkthrough\_template .xlsx - Google Drive](https://drive.google.com/file/d/1KkVigNPDLxNi6hxHM6K1yp75ZENIlAo6/view?pli=1) |
| 3 | 13/05/2025 | Underestimating the needed resources for the project resulting in going over budget | low  2 | Medium  4 | Medium  12 | Mr. CEO | Track spending once a week to ensure we are within budget.  Have a budget buffer (10% - 15%) for unexpected costs. | Open | [Customizable Project Templates | monday.com](https://monday.com/lp/templates?utm_medium=cpc&utm_source=bing&utm_campaign=au-en-prm-workos-project-project_templates-h-search-desktop-core-bing&utm_adgroup=project%20budget%20template&utm_content=project%20budget%20template&utm_keyword=project%20budget%20template&utm_match_type=e&utm_bid_match_type=be&utm_vertical=o&cluster=&subcluster=&ati=&msclkid=f237edbbdf5c1179550c8597d5d85b9d)  [20 Excel Spreadsheet Templates for Tracking Tasks, Costs and Time](https://www.projectmanager.com/blog/tracking-excel-spreadsheets) |
| 4 | 13/05/2025 | Schedule delay in task completion due to task underestimation and team member unavailability (e.g. sickness) | Low  2 | Medium  4 | Low  5 | Chloe Cawood | Implement buffer time for high-risk tasks and improve task estimation through research and planning. | Open | [Project Buffer: The Art of Balancing Project Buffers with Slack Time - FasterCapital](https://fastercapital.com/content/Project-Buffer--The-Art-of-Balancing-Project-Buffers-with-Slack-Time.html)  [What are story points in Agile and how do you estimate them? | Atlassian](https://www.atlassian.com/agile/project-management/estimation) |
| 5 | 13/05/2025 | Software is not able to function properly on different platforms or devices. | Medium  2 | Medium  2 | Medium  8 | Chloe Cawood | Conduct early testing on targeted platforms and use cross platform frameworks. | Open | [Most Reliable App & Cross Browser Testing Platform | BrowserStack](https://www.browserstack.com/) |
| 6 | 13/05/2025 | Subscription system may malfunction, causing incorrect charges, failed activations, or access issues. | low  2 | High  5 | Medium  10 | Chloe Cawood | Thoroughly test subscription system, monitor it regularly and set up customer support channels. | Open | [Billing | Stripe Documentation](https://docs.stripe.com/billing) |

**Note: please make sure you fill all information related to your project below and convert everything to Wiki page (GitHub)**

Reference: Excelonist (n.d.) *PM template*. htttp://www.Excelonist.com.