|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | [03-06-2021] | Project purpose and need is not well-defined. | Medium | Lew | High | Project Sponsor | Complete a business case if not already provided and ensure purpose is well defined on Project Charter and PID. | Open | **<https://www.stakeholdermap.com/project-templates/business-case-template.html>** |
| 2 | [26-10-2021] | Issue of incorrect password | Medium | Medium | High | No | Retrieve the password by other verification methods | open |  |
| 3 | [26-10-2021] | Staff accident | Low | High | High | Adrian | Arrange reserve personnel |  |  |
| 4 | [26-10-2021] | Testing reveals a lot of defects | Low | Medium | Medium | Adrian | optimal design |  |  |
| 5 | [26-10-2021] | Unrealistic schedules and budgets | Medium | High | High | Wade | Detailed multi source cost and schedule estimation; Design to cost; Incremental development; Software reuse; Requirements scrubbing. |  |  |
| 6 | [26-10-2021] | Developing the wrong user interface | Low | Low | Low | Wade | Prototyping;Scenarios; Task analysis; User characterization(functionality, style, workload) |  |  |

**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.