

Risk Register

No.	Risk(s)	Likelihood	Severity	Possible Consequences	Mitigations / Contingency Plan	
					Personnel	Strategies
1	Project goals and requirements were not clearly stated.	Medium	High	Unable to deliver an accurate and workable final project when the deadline comes.	Khaliq	Organize several meetings among the team members and have a focus meeting during the duration of the project in order to clarify the project goals and requirements. If this does not work, contact the project manager or relevant personnels for further information.
2	Lack of communication between teammates	Medium	Medium	Causes a lot of confusion and lack of clarity which will delay the progress of the project.	Lick Yan	Maintain frequent communication and discussion with the other members to ensure that the progress of the work will not be delayed and to sort out any problems or difficulties faced by the team members.
3	Increased workload	Low	Low	Create conflict between teammates	Lick Yan	Schedule a new meeting immediately and discuss the new requirements together, split the work equally and set a due date to ensure efficiency and avoid conflict between teammate
4	Project schedule is not clearly defined/ understood	Low	Low	Causes delay of completing the project	Jonathan Yip	Hold scheduled/weekly meeting with the team in order for the teams the understand the plan of the project hence likelihood of missed task is reduced
5	Development of the software takes longer time than expected	Medium	Medium	Causes the delay of the project and might not be able to submit the project on time	Jie Yi	All of the teammates should have a weekly meeting and a template that is used to update the progress of each member in order to keep track of the overall progress of the project to avoid delay of the development
6	Misunderstanding on the requirements given by the client	Low	High	The product wanted by the client is completely different from the product the team produced which	Tahir	Double check every single requirement during the meeting with the clients. If there is any confusion, immediately contact the client for another meeting to clarify the confusion.

				makes the whole project worthless.		
7	Attempt to shorten task lengths or to conduct multiple tasks at the same time, which increases the possibility of having errors due to the deadline being close.	Medium	High	The final product of a sprint may be impractical due to having a lot of bugs or errors. In the end, the product will not be accepted by the clients and the stakeholders.	Nimlaka	Have a meeting between the team members and create a detailed time planning and make a priority list on the requirements. Complete the prioritise requirements first before the less important ones in order to have a more robust final product and reduce the likelihood of having errors.
8	Software does not fulfil client's requirement	Medium	Medium	The development of the product will be delayed and	Jie Yi	Consult with clients every week to keep track and update the progress of the product to clients to ensure the product is meeting client's requirement. Moreover, consult for the additional requirement by the client as soon as possible if there is any.