

Risk Register

ID	Date Risk Raised	Risk Description	Likelihood of the risk occurring (RAG)	Impact if Risk Occurs (RAG)	Severity (rating based on impact & likelihood)	Owner (the one who managing risk)	Mitigation (i.e. reduce likelihood)	Contingency (action if risk occurs)	Progress on actions	Status
1	07-Feb-23	Project deliverable is incomplete	Medium	High	High	Project Manager	Define project scope in detail after discussion with SME, Project sponsor to under project goal and its deliverables.	Escalate to project board as it will be never ending project.	Business case re-written with clear deliverables.	Open
2	14-Apr-23	Project schedule is not clearly defined	Low	Medium	Medium	Project Sponsor	Connect with stakeholders and project team to bridge gap.	Share the plan to go through upcoming tasks at each weekly project progress meeting.	Meeting scheduled with stakeholder and Project team.	Open
3	19-Jun-23	Scope creep in execution phase	Medium	High	High	Project Sponsor	Setup a meeting with stakeholder and explain scope based on time and budget and negotiate to avoid scope creep.	Document assumption and associated risks. Request high risk item that will be defined and removed from the scope.	Meeting scheduled with stakeholder and Project team.	Open
4	24-Aug-23	Consultant or contractors delay	High	High	High	Project Manager	Connect /escalate issue with Vendor team on hiring.	Escalate to project sponsor and contract manager to implement late clauses in the agreement.	Lead time from each contractor built into project schedule. Late penalties agreed and signed document.	Open
5	29-Oct-23	Over budget due to change in scope	High	High	High	Project Manager	Check with customer on budget, scope to deliver quality product	Raise change request for change to budget or schedule. Pull down contingency.	Contingency agreed by Project Board.	Open