

Risk	Consequence	Mitigation	Monitoring	Management
Poor or lack of communication with stakeholders	Failure to capture and/or address clients' needs	Have adequate consultations with stakeholders	Communicate with stakeholders frequently	
Poor or lack of communication between team members	Conflict; failure to meet project objectives	Arrange weekly meetings with team members		
Supervisor unavailable	Delay in tasks that require the supervisor's input	Schedule meetings ahead of time and agree on preferred means of communication	Communicate with supervisor once in every two weeks	
Users not available for testing	Failure to identify errors in design and implement users' feedback	Schedule meetings ahead of time		
Poor performance and lack of commitment from team members	Poor attitude, substandard work; team members not pulling their load	Require each member of the team to sign a pledge that warrants full commitment to the project	Conduct regular peer review	Pull the underperforming team member's load; reassure team of the project's significance
Lack of leadership and inappropriate allocation of responsibility in team	Conflict in team, failure to meet project objectives; lack of accountability	Appoint a team leader and define a clear allocation of responsibility		Reappoint a team leader
Project deliverables deadlines conflict with other projects	Failure to meet milestones; production of substandard work	Add 5% buffer to initial allocated time		

Poor or lack of project management	Poor time management; failure to produce deliverables on time; delay in project	Design project plan with clearly defined deadlines	Schedule regular meetings and monitor timeline	Reschedule internal deadlines or seek extensions
Last minute scope creep	Not enough time to implement changes	Conduct regular meetings with stakeholders	Monitor project scope	Decide which changes are worth implementing without affecting deadlines

Poor or lack of communication with stakeholders

Poor or lack of communication between team members

Supervisor unavailable

Users not available for testing

Inappropriate work allocation

Poor performance and lack of commitment from team members

Lack of leadership and inappropriate allocation of responsibility in team

Project deliverables deadlines conflict with other projects

Poor or lack of project management

Last minute scope creep

Risk	Probability	Impact
Poor or lack of communication with stakeholders	Medium	High
Poor or lack of communication between team members	Medium	High
Supervisor unavailable	Medium	Low
Users not available for testing	Medium	High
Inappropriate work allocation	Medium	Medium
Poor performance and lack of commitment from team members	Medium	High

Lack of leadership and inappropriate allocation of responsibility in team	Medium	Medium
Project deliverables deadlines conflict with other projects	High	Medium
Poor or lack of project management	Low	Medium
Last minute scope creep	Low	High

		Probability		
		Low	Medium	High
Impact	Low		Supervisor unavailable	
	Medium	Poor or lack of project management	Inappropriate work allocation Lack of leadership and inappropriate allocation of responsibility in team	Project deliverables deadlines conflict with other projects
	High	Last minute scope creep	Poor or lack of communication with stakeholders Poor or lack of communication between team members Users not available for testing	

			Poor performance and lack of commitment from team members	
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