

Risk Register

ID	Risk Description	Likelihood to occur	Impact if the risk occurs	Severity (Rating based on impact and likelihood)	Monitoring Strategy	Mitigating/Contingency Action (how to make it less likely to happen or its impact less severe)
1	Other members unavailable due to external work	Low	Medium	Medium	<ul style="list-style-type: none"> - Review team member availability weekly - Daily updates on asana to track member's progress - Update teammates at least 1 week in advance of possible unavailability due to external work 	<ul style="list-style-type: none"> - Agree on days to work on the project in advance - Divide work evenly so that if one member is unavailable the team progress isn't severely affected (as opposed to if some members had more work than others) - Reallocate team's work between available members
2	Product owner is unavailable in critical times. Cannot be contacted.	Low	High	Medium	<ul style="list-style-type: none"> - Regularly review availability of team and product owner through online communication 	<ul style="list-style-type: none"> - Schedule meetings with the product owner and team frequently and note down in detail project requirements → reduces impact of this risk as the team would have product owner's vision to fall back on in their absence - Agree on specific times when the product owner and team must be available for meetings, etc → reduces likelihood of product being unavailable - Make the decision as a team

3	Project scope wider than anticipated	Medium	Medium	Medium	<ul style="list-style-type: none"> - Project scopes is to be reviewed at the start and end of each sprint cycle. - the latest build of the project is tested and accepted by the product owner at the end of sprint cycles - Progress is reviewed at the end of each sprint so the scopes can be reviewed and reconsidered if necessary. 	<ul style="list-style-type: none"> - Team should report to the project owner the aspects of the project that is out of the scope and explain the costs related to implementing the respective features. - If issues aren't resolved through communication alone, a meeting should be scheduled to discuss the issue further.
4	Team members leaving	Low	High	High	<ul style="list-style-type: none"> - If team members could be leaving the team due to experiencing difficulties in the team or in-life, it is advised that the member should report such circumstances to the scrum master or the team itself as the circumstances arise. 	<ul style="list-style-type: none"> - If a team member is to be leaving the team, they should make sure that his/her part of the work is transferable to another member. (i.e. all artefacts are standalone and readable by any team member) - Preferably, there should be a 2 weeks notice given to the team before the member is able to leave, so the overall disturbance to the team's workflow is minimised.
5	Limited knowledge in certain areas e.g tech used, coding language	Low	Medium	Medium	<ul style="list-style-type: none"> - Project manager can check the Asana weekly to know if the work can be done before the deadline. - Project manager can select the member by checking does he have the needed tech. 	<ul style="list-style-type: none"> - Team members should make sure they choose to work on tasks appropriate to their programming knowledge. - Allow sufficient time for each team member to learn the basics of Javascript. - Project manager should choose the staff which has the needed technical skills In the first step.

6	Failure of collaboration platforms	Medium	Medium	Medium	<ul style="list-style-type: none"> - Pushing each completed features or tasks regularly as they are finished. - Avoid completing everything at the last minute. 	<ul style="list-style-type: none"> - The work done should be submitted early so that we can resolve any potential problems before the specified deadline.
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