Risk Mitigation Guide

Identified Risk	Impact	Mitigation Plan
Late Submission: Sales/Ops miss the 9 AM Day 2 deadline.	High	Automated email reminders triggered at 4 PM on the 1st.
Technical Failure: The repository is inaccessible.	Medium	Temporary "Rollback" to the email process for one cycle.
Data Bypass: A manager sends a "Pivot Table" via email instead of uploading.	Medium	Finance will refuse to process email files; "Upload Only" policy.
Template Error: The locked template has a bug or missing SKU.	Low	Finance Manager maintains an "Admin" password to fix errors instantly.