

Risk Log

[Project Name]

Number: #	Date: Date the risk was identified	Risk Type: Internal, External	Author: The person reporting the risk	Description: A brief description of the risk and its impact upon the project	Likelihood: High, Medium Low	Severity: High, Medium Low	Action Plan: Describe what you will do to minimise the impact of the risk	Status: Open, Closed
--------------	---------------------------------------	----------------------------------	--	---	------------------------------------	----------------------------------	--	-------------------------

[This document is used to record and grade risks with an associated action plan to minimise them.]

001	08/03/2019	Internal	Alessandro Ferro	The scope of the project increase	Medium	Medium	Increase resources or re-negotiate dead-lines	Closed
002	15/03/2019	Internal	Alessandro Ferro	Change in the technology used after work on the project has already been done. Team not familiar with technology	Medium	High	Implement training sessions.	Open
003	15/03/2019	Internal	Alessandro Ferro	Technical skills level not even between team members	Very High	Medium	Re-assign tasks between team members in accordance to their skills-set	Closed
004	05/04/2019	Internal	Alessandro Ferro	Deliverables already produced need rework due to unexpected changes to the project	High	High	Clearly discuss with the stakeholders about pro and cons of the changes.	Open
005	03/05/2019	Internal	Alessandro Ferro	Conflicts in team members time schedules	High	High	Schedule periodic catch-up meetings when everyone is available to keep the work cohesive.	Open
006	10/05/2019	Internal	Alessandro Ferro	Team member/s can't commit to the project.	High	High	Identify priorities, re-negotiate dead-lines and deliverables.	Open

Risk Log

[Project Name]

Number: #	Date: Date the risk was identified	Risk Type: Internal, External	Author: The person reporting the risk	Description: A brief description of the risk and its impact upon the project	Likelihood: High, Medium Low	Severity: High, Medium Low	Action Plan: Describe what you will do to minimise the impact of the risk	Status: Open, Closed
007	07/06/2019	Internal	Alessandro Ferro	The project went too far off or fell too far behind from the expected price and schedule that deeming it failed is more convenient than fix it.	Medium	Extreme	Learn from the mistakes.	Open