

Risk Matrix

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Risk List	Probability (1-5)	Impact (1-5)	Severity (P*I)	Action Plan	Contingency Plan
Not enough time to complete all deliverables	4	3	12	Mitigate: Allocate additional days to remaining deliverables	Every team member works extra hours to complete all deliverables
Not getting approval to launch nonprofit from professor/ committee	3	5	15	Mitigate: Follow all requirements and completing quality pitch	Try with other investors
Getting Sick/ Covid 19	3	1	3	Mitigate: Wearing a mask, maintaining social distancing, and vaccination	Team member(s) quarantine and other team members contribute more
Loss of internet	2	3	6	Mitigate: Keep cell phone charged	Use the cell phone as a hotspot
Team member(s) failing to attend meetings/participate	3	2	6	Mitigate: Plan meetings based on the schedule of each of the team members to ensure the time works for all members.	Record and share minutes of the meeting
Scope Creep	3	3	9	Mitigate: Clear requirements and scope statement approved by the sponsor	Consult with sponsor and concerned stakeholders to approve/disapprove of the change
Project conflicts not resolved on time	2	2	4	Mitigate: Ask for clarification from Professor	Discuss all conflicts immediately, before, during,

					or after group meetings
Additional workload	3	2	6	Mitigate: Add buffer into the project plan so that added workload can be managed within the deadline	Divide requirements within team members to complete new workload
Lack of Communication	2	4	8	Mitigate: Send recap/meeting notes to the entire team after every meeting to ensure everyone is on the same page	Hold additional meeting as soon as possible to clear any confusion
Legal/Policy changes	1	3	3	Mitigate: Regularly check government policies or keep track of news regarding policies	Make necessary changes to adapt
Lack of change control management	2	4	8	Mitigate: Complete all deliverables 100% according to requirements and description; Be up to date with all communications and regulations to adapt to changes immediately	Adapt to changes immediately, make necessary changes to plan within 24 hours of discovering the change
Group cannot present due to internet issue	1	5	5	Mitigate: Keep cell phone charged	Use the cell phone as a hotspot