|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ID** | **Date raised** | **Risk description** | **Likelihood of the risk occurring** | **Impact if the risk occurs** | **Severity** *Rating based on impact & likelihood.* | **Owner** *Person who will manage the risk.* | **Mitigating action** *Actions to mitigate the risk e.g. reduce the likelihood.* | **Status** | **Useful resources** |
| 1 | [03-06-2021] | Project purpose and need is not well-defined. | Medium | High | High | Project Sponsor | Complete a business case if not already provided and ensure purpose is well defined on Project Charter and PID. | Open | [**https://www.stakeholdermap.com/project-templates/business-case-template.html**](https://www.stakeholdermap.com/project-templates/business-case-template.html) |
| 2 | [26-10-2021] | User interface is not friendly | Low | Medium | Medium | UX designers | UX designers will implement interface design workshops for software developers to identify the usability concept | Open |  |
| 3 | [26-10-2021] | Personnel in the company is weak | Low | Low | Low | Personnel  manager | Personnel manager will seriously make division of the labour and maintain the strict working order | Open |  |
| 4 | [26-10-2021] | Friction during the schedule | Low | Medium | Medium | Project manager | The project manager will organize the funds, personnel and processes needed to ensure the accurate execution of the project | Open |  |
| 5 | [26-10-2021] | Each link cannot be will combined | Medium | High | High | Senior organizer | Many meetings  were held to connect the details and adjust the decision according to the actual situation. | Closed |  |
| 6 | [26-10-2021] | Inadequate research-oriented development | High | High | High | researcher | The researcher will take times to make researches of the project development | Closed |  |

**Note: please make sure you fill all information related to your project below and convert everything to Wiki page (GitHub)**

Table 1: Risk register Sample

Reference: Excelonist (n.d.) *PM template*. htttp://www.Excelonist.com.