|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ID** | **Date raised** | **Risk description** | **Likelihood of the risk occurring** | **Impact if the risk occurs** | **Severity** *.* | **Owner** | **Mitigating action** | **Status** | **Useful resources** |
| 1 | [26-10-2021] | Project purpose and need is not well-defined. | Medium | low | High | CFO | 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>** |
| 2 | [26-10-2021] | User interface is not friendly. | high | high | high | CTO | Designers will implement interface design workshops for software developers to identify the usability concept. | Open | <https://www.dropboxforum.com/t5/Dropbox-installs-integrations/New-dropbox-interface-is-not-user-friendly/td-p/397324> |
| 3 | [26-10-2021] | Out of money. | high | high | high | CEO | As soon as possible to develop new products, speed up the process, improve service, to increase sales, ensure the capital chain. | Open | [没有钱应该怎么办？ - 知乎 (zhihu.com)](https://zhuanlan.zhihu.com/p/391931387) |
| 4 | [26-10-2021] | The web page is not working properly. | medium | low | medium | CTO | Find a website to run and keep it running. | Close | <https://yourbusiness.azcentral.com/firefox-freezes-opening-pages-13191.html> |
| 5 | [26-10-2021] | The network connection is unstable. | medium | high | high | CEO | Upgrade our servers. | Close | [网络维护具体都做什么工作\_百度知道 (baidu.com)](https://zhidao.baidu.com/question/163986711.html) |
| 6 | [26-10-2021] | The website was attacked by hackers. | medium | low | medium | Security caption | Set up firewall, set up backup database. Strengthen protection level. | Open | [如何设置windows防火墙的出入规则-百度经验 (baidu.com)](https://jingyan.baidu.com/article/fb48e8bee35d456e622e14b3.html) |

**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

High>8-10

Medium>6-7

Low>1-5

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