**Risk Register**

**project name: preferencing system**

**project team: T063**

**1. Risk: Communication Barriers**

Description: English is not the first language for some of the group members as they come from different countries. There may be errors in understanding and expression, resulting in communication difficulties.

Impact: High

Likelihood: High

Mitigation: Use communication tools that support real-time translation and encourage clear, concise, and direct communication. Try a variety of communication programs to find the most appropriate method of communication. Conduct timely group meetings to update current group status and ensure group members are on track.

**2. Risk: Low participation of members**

Description: Members may not be able to attend meetings and discussions in time for project status updates due to other classes or events.

Impact: Medium

Likelihood: Low

Mitigation: Actively encourage input from all members. Use online meetings and social networking software to ensure all voices are heard and considered. Create schedules in advance to minimize time conflict events.

**3. Risks: Problems with equipment**

Description: Equipment issues (e.g., unavailability of equipment, etc.) may occur due to uncontrollable factors while members are completing group work, affecting the progress of report completion.

Impact: Medium

Likelihood: Medium

Mitigation: Regular equipment checks to reduce the impact of the equipment itself. Discuss group division of labor in advance and allow sufficient time to complete the work.

**4. Risk: Differences in skills and experience**

Description: Differences in the technical and project management skills of the members of the group may result from differences in their individual learning and work experiences.

Impact: Medium

Likelihood: Medium

Mitigation: Distribute parts of the work according to group members' abilities and help each other when the project progresses.

**5. Risk: Data privacy and security**

Description Improper handling of project information during project implementation due to technical or platform issues, leading to information leakage.

Impact: High

Likelihood: Medium

Mitigation : Strengthen the supervision of all data during the project progress, ensure compliance with relevant privacy laws and university policies.

**6. Risk: Low team morale**

Description: Reduced self-confidence and motivation of the team due to difficulties in moving the project forward (major project failure, project not meeting expectations, technology shortages or equipment failure).

Impact: Medium

Likelihood: High

Mitigation: Establish a risk management framework, identify potential problems in advance, and implement a project review to extract lessons learned and improvement points. Communicate in a timely manner and conduct regular meetings for project status updates.

**7. Risk: Sickness absence**

Description: Absence of group members due to illness (e.g. seasonal flu) due to weather or other reasons and lack of precautions taken by the team.

Impact: Medium

Likelihood: Medium

Mitigation: Improvement of the working environment to support remote working. Plan for risks in advance to reduce the impact due to unforeseen circumstances.

**Conclusion**

This risk register emphasizes the need for proactive measures to address the challenges of working in multicultural teams. Open communication and inclusive policies are essential to create a friendly and productive team environment.

