

RISK REGISTER

Risk Id.	Risk Description	Mitigation Plan (what to do to avoid the risk occurring)	Contingency Plan (what to do if the risk occurs)	Impact (what the impact will be to the project if the risk occurs)	Likelihood of occurrence (e.g., %, or high / medium / low)
1	The server capacity initially defined may be inadequate.	Capacity analysis will be done during the design stage, if this shows a problem design issues will be revisited.	Purchase and install additional disc space at the customer site.	Cost of disc space plus installation effort & travel.	High
2	Misunderstood requirements during bid, unambiguous, can't recover money for this from client.	Multiple checkpoints with end users and client project manager, delivery of early drafts.	Open discussion with client about issues raised, prepare for change request, may need to absorb some cost impact.	More time during requirements phase, and maybe reworking during development. Could be difficult times during testing with client.	Medium
3	System integration more complex than estimated.	Early development of integration plan, with formal entry requirements for components entering integration.	Expend more development effort, try and minimize this by regular meetings between development and integration teams.	Delays to project and higher costs of development.	Low
4	Client requires more interfacing to manage than planned	Project organization setup with a development manager to focus on the team's work, leaving project manager time to focus on client.	Escalate in client's organization.	Distracted project manager may result in less efficient working of project team resulting in higher cost and some schedule slippage.	High

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