ID	Risks	Initial Indication	Chance of Occurrence	Impact in Weeks	Risk Exposure	Risk Monitoring Plan	Risk Mitigation Plan
R1	Loss of contact with project sponsor	Sponsor fails to respond to attempts at communication	10%	2	0.2	Make weekly contact with sponsor to keep informed/updated as to project status	Obtain multiple lines of communication with sponsor. Inform faculty coach of communication issues. Continue to work with what we have.
R2	Change in project sponsor	We are notified that a different Paychex employee will be sponsoring our project.	10%	1	0.1	Make weekly contact with sponsor to keep informed/updated as to project status	Create and maintain documentation so that new sponsor could be quickly and easily caught up to speed.
R3	Miscommunication/misinformation of requirements or allowances	Our understanding of requirements or specified allowances (budget for tools, licensing, etc) does not match the sponsor's intentions	20%	2	0.4	Confirm all assumptions and interpretations with sponsor, request documented approval.	Review approvals with sponsor, analyze impact of changes on schedule.
R4	Team member fails to complete work timely and/or efficiently	Team member does not complete work or completes work late	30%	2	0.6	All team members review each other's task completions at the specified task due date.	Discuss expectation with offending team member. Keep faculty coach updated.
R5	Loss of a team member	Team member is not able to continue working on the project	10%	4	0.4	All team members are to be aware of each other's responsibilities.	Attempt to divide allocated work among the remaining team members. If there is too much work to divide and stay on schedule, discuss adjustments with project sponsor.
R6	Licensing/policy changes in external tools/libraries used or planned to be used	A license or policy change is made to the external tools or libraries utilized for the project	15%	1	0.15	Be aware of alternate technologies that may replace current external tools/libraries. Make periodic backups of content stored in external systems.	Implement use of alternates. Discuss changes with sponsor if a cost issue.
R7	Change in requirements	The sponsor requests a change to the requirements	40%	2	0.8	Continually verify the project is meeting the sponsor's expectations.	Evaluate impact before deciding whether to include or exclude requirements changes. Discuss scope with project sponsor.
R8	Loss of data	A service utilized to store project content become unavailable	20%	1	0.2	Maintain weekly backups of all project data.	Restore project data from most recent backup if data loss is evident for more than 24 hours.