

**Risk Item Tracking**

<b>Project Name:</b> XYZ Computer System	<b>Prepared By:</b> Ken Owtrim	<b>Date Updated:</b> 02/01/09
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NB: The Project Manager assigns the ID #. The Odds (likelihood) and Rank (priority) are assigned ranking values such as; High, Medium, Low

ID	Risk Description	Project Impact	Odds	Rank	Mitigation Strategy	Opened	Closed
1	New systems not live by end of legacy system support.	Large cost overruns. Career-ender ☺	Low	High	Close monitoring of project progress and milestone completions.	02/01/09	
2	Local software vendor small with limited resources	Insufficient support from their project manager, causing implementation delays	Med	High	Arrange for backup support from US head office location. Project Manager monitor situation daily.	02/01/09	
3	XYZ hardware does not run new application software satisfactorily.	Large cost exposure to procure additional hardware.	Low	High	Verify software / hardware compatibility as one of initial project activities.	02/01/09	
4	Limited availability of Internal staff resources.	Delays to implementation and training. Cost to bring on contractor help if required.	High	High	Project Manager closely monitors situation and escalates any issues to project Sponsor as required in timely manner.	02/01/09	