

Risk Factors and Mitigation Recommendations

Project: New Website Launch

Risk Factor	Likelihood	Impact	Mitigation Recommendation
Delays in third-party integrations	High	Medium	Establish regular check-ins with vendors and include buffer time in the schedule.
Scope creep	Medium	High	Implement a strict change management process and ensure all changes are documented and approved.
Insufficient user testing	Low	High	Plan for multiple testing phases with real users and allocate sufficient time for feedback and fixes.
Resource availability	Medium	Medium	Identify key team members early and confirm their commitment throughout the project timeline.
Data migration errors	Low	High	Develop, test, and validate migration scripts before the live migration; maintain backups at all stages.

Important Notes

- This document should be reviewed and updated regularly as risks evolve during the project lifecycle.
- Risks should be prioritized based on both likelihood and impact to ensure effective mitigation.
- Involvement of all stakeholders is crucial in the risk identification and review process.
- Keep documentation clear and concise to facilitate informed decision-making.