

**Risk Register**

**APPENDIX A**

ID	Date raised	Risk description	Likelihood of the risk occurring	Impact if the risk occurs	Severity <i>Rating based on impact &amp; likelihood.</i>	Owner <i>Person who will manage the risk.</i>	Mitigating action <i>Actions to mitigate the risk e.g. reduce the likelihood.</i>	Contingent action <i>Action to be taken if the risk happens.</i>	Progress on actions	Status	Useful resources
1	24/11/23	Failure to implement a new 8x8 contract in time.	Low	Medium	Medium	IT Services	Ensure a contract is implemented by March 2024.	Work with incumbent supplier to ensure an extension is implemented to allow IT Services to complete the procurement process.			
2	24/11/23	Issue transitioning to a new 8x8 contract supplier	Low	Low	Low	IT Services	Prepape incumbent for potential change, working with incumbent and new supplier to ensure	-			