

Risk Description	Category	Probability	Impact	Risk Level	Possible Effect	Risk Response	Risk Owner
Team members are not familiar with the business processes of the library management system, such as borrowing, returning, renewing, reserving books, and overdue fine rules.	Organizational risk	Medium	High	High	The system functions may not match real library operations, causing major rework later.	Conduct business process training at the beginning of the project, invite librarians to explain daily workflows, and document the business processes clearly.	Project Manager / Business Analyst
Communication within the team is insufficient, and frontend, backend, and database developers have different understandings of system functions and interfaces.	Organizational risk	Medium	Medium	Medium	Integration problems may occur, delaying the development schedule.	Hold regular project meetings, maintain clear API documentation, and use project management tools to track tasks.	Project Manager
Team members' responsibilities are unclear, such as who is responsible for database design, page development, testing, and documentation.	Organizational risk	Medium	Medium	Medium	Some work may be duplicated or missed, reducing project efficiency.	Define roles clearly, create a responsibility matrix, and assign an owner for each module.	Project Manager
Key team members may be absent or leave the project, such as the backend developer or database designer.	Organizational risk	Low	High	Medium	Important project knowledge may be lost, and core functions may be delayed.	Maintain project documents and code comments, encourage cross-training, and avoid relying on only one person for critical modules.	Project Manager
Team members have different technical skill levels, and some members may have difficulty completing assigned development tasks.	Organizational risk	Medium	Medium	Medium	Development progress may become uneven, and some modules may have lower quality.	Assign tasks based on team members' abilities, provide technical guidance, and conduct code reviews.	Technical Lead