**Risk Assessment Initial Review**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Risk ID | Description | Evaluation | Likelihood | Impact level | Responsibility | Response | Control Measures |
| 1 | Virtual Machine goes down or becomes inaccessible | The application can no longer run and will go offline | Low | High | AWS | Use a different Virtual Machine to recreate the infrastructure | Use infrastructure as code in order to quickly recreate the machine |
| 2 | Poor communication within the team | Different team members could end up working on the same tasks which would be a great misuse of time | Low | Medium | Team 5 | Attempt to communicate with the team more effectively and ensure vital information is passed on to all team members | Run daily stand-ups to keep track of team progression, communicate constantly throughout the day and where possible have two members on each major task in order to promote communication |
| 3 | Outsider gaining access to project resources | This would expose severe flaws in our security measures as well as compromising the app as the intent of the user is unknown. | Low | High | Team 5 | Reset account details if there is a breach suspected | Create security protocols and ensure that they are followed as well as ensuring strong and secure passwords are used |
| 4 | Broken version deployed onto production | Deployed version may have issues | Medium | Medium | Team 5 | Revert into the most recent version that is stable | Automate tests before deployment |
| 5 | Poor time management | Could result in MVP not being met which could affect the relationship with the client | Medium | Dependent on level,  Medium/High | Team 5 | Aim to keep relationship with client intact | Use an organised plan to ensure MVP is met |
| 6 | Adaptation the project specification | Dependant on level and time of change, could influence all aspects of the project. | Low | Medium/High | Client | If MVP could not be met, organize an extension with the client | Prioritise aspects of the project that are less likely to be adapted. |
| 7 | AWS bill exceeding the refundable amount | The team would only receive the refundable amount (£25) and would have to pay for anything that exceeds this themselves | Medium | Low | Team 5 | Allow AWS bill to continue rising or use another service | Only use services that are needed for the project and ensure that all instances are Terminated at the end of each day |
| 8 | Unfamiliarity with the project resources | The project timeline could be negatively affected | Medium | Medium | Team 5 | Spend time getting familiar with the resources | Take time to research and understand the resources beforehand, read the project brief thoroughly and converse with the client frequently for extra information. |
| 9 | Possibility of illness | Could result in a time loss as well as a loss in the quality of the project | Medium | Medium | Team 5 | Allow team members to pick up extra tasks from the ill teammate(s) and attempt to complete the project. If this is not possible, contact the client to make the correct arrangements | Continue with usual basic hygiene routine and ensure adequate food/drink intake is met. Follow government guidelines regarding Covid-19. |

**Risk Assessment Final Review**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Risk ID | Description | Evaluation | Likelihood | Impact level | Responsibility | Response | Control Measures | **Final Reviews** |
| 1 | Virtual Machine goes down or becomes inaccessible | The application can no longer run and will go offline | Low | High | AWS | Use a different Virtual Machine to recreate the infrastructure | Use infrastructure as code in order to quickly recreate the machine | **We did not experience any issues regarding this risk and code was continually pushed up to GitHub so that if this risk was to occur, the impact would have been minimal.** |
| 2 | Poor communication within the team | Different team members could end up working on the same tasks which would be a great misuse of time | Low | Medium | Team 5 | Attempt to communicate with the team more effectively and ensure vital information is passed on to all team members | Run daily stand-ups to keep track of team progression, communicate constantly throughout the day and where possible have two members on each major task in order to promote communication | **Communication was encouraged throughout the whole project and the overall communication in the team was very effective.** |
| 3 | Outsider gaining access to project resources | This would expose severe flaws in our security measures as well as compromising the app as the intent of the user is unknown. | Low | High | Team 5 | Reset account details if there is a breach suspected | Create security protocols and ensure that they are followed as well as ensuring strong and secure passwords are used | **We did not experience any outsider gaining access to our project resources. We set up an IAM user with secure credentials in order to allow other team members access to project resources as well as to combat this risk.** |
| 4 | Broken version deployed onto production | Deployed version may have issues | Medium | Medium | Team 5 | Revert into the most recent version that is stable | Automate tests before deployment | **We did deploy a version that was built in Jenkins however, we were unable to access the web application. We took time to figure out the issue and sought outside knowledge when needed in order to fix this issue.** |
| 5 | Poor time management | Could result in MVP not being met which could affect the relationship with the client | Medium | Dependent on level,  Medium/High | Team 5 | Aim to keep relationship with client intact | Use an organised plan to ensure MVP is met | **Although we managed our project time fairly well, we did not consider the time taken to review the resources we used and for the issues we faced. Due to this we were unable to add any extra features to the project.** |
| 6 | Adaptation the project specification | Dependant on level and time of change, could influence all aspects of the project. | Low | Medium/High | Client | If MVP could not be met, organize an extension with the client | Prioritise aspects of the project that are less likely to be adapted. | **The project specification was not changed throughout the project and therefore this risk has not raised any issues.** |
| 7 | AWS bill exceeding the refundable amount | The team would only receive the refundable amount (£25) and would have to pay for anything that exceeds this themselves | Medium | Low | Team 5 | Allow AWS bill to continue rising or use another service | Only use services that are needed for the project and ensure that all instances are Terminated at the end of each day | **We managed to ensure the AWS bill was kept under the refundable amount by ensuring that after use, all AWS resources were terminated in order to keep us from being unnecessarily charged for their use.** |
| 8 | Unfamiliarity with the project resources | The project timeline could be negatively affected | Medium | Medium | Team 5 | Spend time getting familiar with the resources | Take time to research and understand the resources beforehand, read the project brief thoroughly and converse with the client frequently for extra information. | **We did experience some issues regarding this risk. We had to spend time researching some of the resources that were used in order to increase our knowledge of them. Although this had an effect on the project timeline, this effect was not dire.** |
| 9 | Possibility of illness | Could result in a time loss as well as a loss in the quality of the project | Medium | Medium | Team 5 | Allow team members to pick up extra tasks from the ill teammate(s) and attempt to complete the project. If this is not possible, contact the client to make the correct arrangements | Continue with usual basic hygiene routine and ensure adequate food/drink intake is met. Follow government guidelines regarding Covid-19. | **We undertook the correct control measures in order to decrease the likelihood of this happening, and we were successful as none of the team members fell ill throughout the duration of the project.** |