

## Risk Register

Stakeholder	Threats	Monitoring Strategy	Mitigation Strategy	Estimated Impact	Likelihood	Priority Level
Client Representative	Unclear requirements leading to misunderstandings and rework	Clearly delineate measurable terms for success for each feature and aim to include the client representative as much in the development process as possible.	Verify with the client representative on each feature fulfillment the acceptance criteria.	Low	High	Medium
	Project termination	Regular weekly client meetings provide opportunities for client to raise issues they may have with the team's work early, or for the client to warn of cancellations out of their hand.	Arrange for meeting with the client representative to receive feedback on the team's work and identify failures in the team's process for future developments.	Very high	Low	Medium
	Unreasonable changes affecting project quality	Small and frequent 5-minute meetings to check work status, confirm proceeding stages, check for updates, etc.	Negotiate with the client for a more achievable goal in line with available resources and warn the client of the possible effects on product quality.	Medium	High	Medium
Scrum Master	Absenteeism in important meetings with clients or team members	Frequent meetings provide opportunities for team members to inform the team of their upcoming absence. Giving one weeks' notice is appropriate.	Frequent meetings with strong ongoing team communication, ensure all members are well-informed on each facet of the project, allowing for someone to take over as "secondary" scrum master.	Medium	Medium	Medium
Developer, UX Designer	Poor time management in delivering tasks	Proactive use of project management tools like Trello and frequent sprint meetings will help identify possible deadline issues throughout development	The agile method provides many points for the team to stop and analyse the where along the development timeline they are. This allows for pressing tasks to be prioritised and directly addressed.	High	High	High
	Critical bug	Proactively employ debugger tools and pair programming techniques to help catch bugs early in the process.	Perform appropriate software methods such as static/dynamic, coverage, regression, and integration testing to avoid bugs making their way into the final product.	High	Medium	Medium
Government	Change of convention in data publishing	Pre-emptively write code that is flexible with data format intake.	Change new data to appropriate format.	Medium	Medium	Medium
Users	Reporting on hosting platform	Provide user feedback functionality within the product to intercept issues which could be hot-fixed or adjusted.	Thoroughly understand the nuances of the terms & conditions of the hosting platform in planning phase and adhere to its parameters throughout product development.	Medium	Medium	Medium
	Bad user experience	Provide user feedback functionality within the product for users to voice thoughts and constructive feedback on product experience.	Employ extensive user experience and usability research to understand the user's needs prior to development. And adhere to the conventions of good software design (Donald Norman's Principles).	Medium	Medium	Medium
Dependent technologies	Unexpected breakdown of critical API's, hosts etc	Enable crash reporting functions within Chrome and regularly monitor Chrome crash sites.	Research and choose reliable services/APIs for project use from the start and prepare lists of alternative APIs and services which could be used.	High	Low	Medium

Quality Testers	Illness/injury	Frequent meetings provide opportunities for team members to voice their unavailability before they are unable to work.	Ensure communication is clear and timely, so members can be assigned to take over. Discuss with member whether a lightening of workload is possible.	Medium	Low	Low
Equipment Suppliers	Failure in equipment supply (such as laptops, peripherals)	Scout out necessary suppliers and back up options beforehand to ensure stock is available	Communicate with Zenith Widget's IT department to arrange for equipment loan.	Low	Very Low	Very Low