

Software Engineering Group 11

SE_11_PP_06

Project Plan – Risk Assessment

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1. Introduction

1.1. Purpose of Document

This is an individual part of the final project plan, this is being kept as a separate document to allow for version control and drafting of this particular section.

1.2. Scope

This document aims to be a Risk Assessment of the system that the group is building.

1.3. Objectives

This document covers:

- Risks Involved in the Project

2. Risk Assessment

2.1. Absence

Event	Likelihood	Severity	Risk	Who it affects	Mitigation
Project Manager absence	0.1	0.6	0.06	Team	Transfer the Manager's role to the Project Leader ensuring he is aware of the duties involved in managing the task. Contact the Manager with the meeting minutes.
Project Leader absence	0.2	0.3	0.14	Team	Make sure all group members are aware of what their upcoming duties are for the project. The session will be run by the Deputy Project Leader.
Quality Assurance Manager absence	0.2	0.5	0.1	DQA & PL	Deputy Quality Assurance Manager is to take over the writing for meeting minutes and other Quality Assurance Manager activities. The QA Manager is to inform the group prior to the meeting that they will not be able to attend.
Deputy Manager absence	0.3	0.3	0.09	QA & PL	Providing that the specific Manager is present, little action should need to be taken other than that which would be if a regular team member was absent. If necessary a temporary Deputy Manager will be asked to take over the duties for a meeting.
Team member absence	0.5	0.3	0.15	Team	Team members are expected to make contact in advance of missing a meeting. Furthermore, they should ensure they read the minutes from the meeting and are clear on their upcoming tasks for the week. If multiple meetings are missed and work is not completed, it may become necessary to divide the absent members workload to other team members.
Loss of communication with team member	0.3	0.7	0.21	PL	Attempt to contact the member in question in person. If no contact can be made then inform the Project Manager of the situation. The Project Manager should then carry out appropriate action regarding the continued absence.

2.2. Programming Issues

Event	Likelihood	Severity	Risk	Who it affects	Mitigation
Network connection handling	0.3	0.4	0.12	Team	The code to handle connecting to the network is a fairly key point of the project. Some team members are currently performing spike work to investigate the feasibility of implementing a queue like structure to handle delayed uploading.
Poor communication between sub teams	0.3	0.6	0.18	Sub Teams	If the sub teams are not working closely with one another it may cause problems when it comes to linking sections of the project. The Team Leader and sub team leaders are in charge of ensuring team collaboration is good. This should ensure integrating each teams software should go well.

2.3. Customer Related Issues

Event	Likelihood	Severity	Risk	Who it affects	Mitigation
Change of specification	0.1	0.9	0.09	Team	If the specification under goes drastic changes then the group will schedule a meeting as soon as possible to address the severity of the changes. If no meeting time can be established, the changes will be assessed by the available members of the group and all others will be emailed and informed of the investigations outcome.
Additional features added by customer	0.2	0.7	0.14	Team	If additional features are added by the client, the team in charge of the section those changes refer to will be immediately contacted. The new features will then become a matter of priority to implement providing the project has reached the stage were they should be implemented.
Tailoring the project for the audience	0.4	0.6	0.24	Team	Attempted frequent contact with the client will be advised in order to ensure the end deliverable matches their needs. Furthermore, the audience needs should be taken into consideration at every stage of development.

2.4. Software Issues

Event	Likelihood	Severity	Risk	Who it affects	Mitigation
GitHub downtime	0.1	0.9	0.09	Team	Take regular backups of data stored on GitHub to ensure project data can be restored. If GitHub is consistently down and the repository cannot be accessed, the group will consider alternative solutions such as BitBucket or other.
Communication downtime	0.1	0.8	0.08	Team	Try to establish a physical meeting with as many member of the group as possible. The meeting will be used to establish a new method of communication.
Database server downtime	0.2	0.8	0.16	Client	Have a backup database to ensure no loss of data. Inform users with a message if the database cannot be accessed.
Website server downtime	0.2	0.8	0.16	Client	Have a message displayed to the user if the website is currently down due to maintenance or other circumstances.

2.5. Dependencies

Event	Likelihood	Severity	Risk	Who it affects	Mitigation
Lack of Android testing devices	0.1	1	0.1	Team	Most members of the group own an Android device. Those that do not have access to Android devices have access to a emulator available with the eclipse IDE.
Over dependency on singular member	0.2	0.8	0.16	Team	The Project Manager is responsible for ensuring that the work load is evenly spread between all group members. This should ensure that the group can complete all aspects of the project evenly.

2.6. Additional Issues

Event	Likelihood	Severity	Risk	Who it affects	Mitigation
Feature Creep	0.3	0.5	0.15	Client	The Project Manager and Project Leader should be monitoring the progress of the project overall to ensure that no feature creep takes place.
Drifting from the initial specification	0.2	0.8	0.16	Client	As the project is broken down into smaller subsections it will be harder for the whole group to go off on a tangent. Furthermore, The Project Manager and Project Leader will monitor this to ensure it does not take place.
Poor quality of work	0.4	0.6	0.24	Team	All Work should be submitted earlier than the date of the deliverable to either the QA or Deputy QA Manager for checking. Any work that is not satisfactory will be amended by the producer or a member of the QA team.
Team members missing deadlines	0.3	0.2	0.24	Team	All deadlines are set out well in advance of their completion date. Group members are highly encouraged to email Managers with concerns on meeting deadlines or producing content.
Underestimation of activity timings	0.3	0.4	0.12	Team	Monitoring from the Project Leader should ensure that the group remains on schedule. If certain tasks take longer than expected extra group members can be allocated to help.

2.7. Risk Assessment Key

Risk	Acceptable	Low	Medium	High	Severe
Percentage (%)	0-20	21-35	36-50	51-75	76-100

3. REFERENCES

N/A

4. DOCUMENT HISTORY

Version	CCF No.	Date	Changes made to document	Changed by
1.0	N/A	20/10/14	Document Created and Structured	Tcg2
1.1	N/A	27/10/14	Restructured Into new Template Supplied by als48. Document put into 'In Review' Status	Tcg2
1.2	#1,#2	30/10/14	Document Reviewed and Issues assigned to Author. Changes made and document placed into Release Status	Tcg2