Software Engineering Group 11

SE\_11\_PP\_06

Project Plan – Risk Assessment

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# Introduction

## 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.

## Scope

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

## Objectives

This document covers:

* Risks Involved in the Project

# Risk Assessment

## 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. |

## 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. |

## 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. |

## 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. |

## 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. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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. |

## Additional Issues

## Risk Assessment Key

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

# REFERENCES

N/A

# 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 |