

SAMPLE

RISK MANAGEMENT PLAN

**Video Conference Application**

**22/03/2022**



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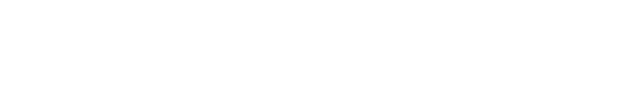
**4.0**



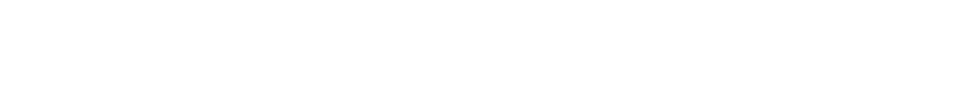
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**Appendix 1**

**Template of Risk Register**

**1.0 Introduction and Context**

The event titled **Conference Application** is being organized by **students of Maltepe University** and will be delivered to **Ensar Gül** . The objective of the event is Developing a software that meets customer’s requirements. Software’s main aim is to manage make people meet in video conference system.

## Organisational Details

Organization coordinating the project:

-Students of Maltepe University

Name individuals responsible for the project:

-Atakan Dengiz

-Oğuz Can Kılıçkaya

-Furkan Selçuk

-Çağatay Gürses

-Arda Aktaş

-Mirkan Aydemir

-Muhammed Yılmaz

Name of project:

-Video conference

Date of Event:

-22/03/2022

Location of Event:

-Istanbul/Turkey

**2.0 Definitions**

*Risk* – The chance of something happening that will have an impact on objectives.

*Risk Assessment* – The overall process of risk identification, risk analysis and risk evaluation

*Risk Management* – The culture, processes and structures that are directed towards realizing potential opportunities, whilst managing adverse effects.

*Risk Reduction* – Actions taken to reduce the likelihood, negative consequences or both, associated with a risk.

*Risk Treatment* – The process of selection and implementation of measures to modify risk.

*Risk Transfer* – The process of selection and implementation of measures to modify risk.

*Risk Acceptance* – Risk acceptance is the acknowledgement that there is a risk and of the consequences that may result, which is accepted.

**3.0 Risk Identification**

**Security**

-Data loss

-Data stole

## Management

-Lack of meetings

-Inadequate site management

## Technical

-Low quality videos

-Not user friendly interfaces

-Late server responses

**Accessibility**

-Server shutdowns

-Not usable while updating

**4.0 Assessing Potential Risk**

## Likelihood

|  |  |  |
| --- | --- | --- |
| **Level** | **Descriptor** | **Description** |
| A | Almost certain | Almost certain Expected to occur in most circumstances |
| B | Likely | Will probably occur in most circumstances |
| C | Moderate | Should occur at some time |
| D | Unlikely | Could occur at some time |
| E | Rare | may occur only in exceptional circumstances |
| F | Never | It is not foreseeable that this will occur |

**Consequence**

|  |  |  |
| --- | --- | --- |
| **Level** | **Descriptor** | **Description** |
| 1 | Insignificant | No Injuries |
| 2 | Minor | No Injuries  Low financial loss |
| 3 | Moderate | Medium financial loss  Low reputation loss |
| 4 | Major | High financial loss  Medium reputation loss |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| 5 | Catastrophic | Loss of production capability  Huge financial loss Huge reputation loss |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Likelihood** | **Consequences** | | | | |
|  | **1** | **2** | **3** | **4** | **5** |
| **A** | S | S | **H** | **H** | **H** |
| **B** | M | S | S | **H** | **H** |
| **C** | L | M | S | **H** | **H** |
| **D** | L | L | M | S | **H** |
| **E** | L | L | M | S | S |

Legend:

**H** High risk; detailed research and management planning required at senior levels

**S** Significant risk; senior management attention needed

**M** Moderate risk; management responsibility must be specified

**L** Low risk; manage by routine procedures

# Risk Register

Compiled by: Atakan Dengiz Date: 22/03/2022

Reviewed by: Furkan, Oğuz, Arda ,Mirkan, Çağatay, Muhammed Date: 23/03/2022

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Category** | **Risk** | **Consequence** | **Likelihood** | **Existing Controls** | **Consequence**  **Rating** | **Likelihood**  **Rating** | **Level of**  **Risk** | **Risk**  **Priority** |
| Security | Data loss | Economic loss  Loss of reputation  Legal action | Unlikely | We be sure about datas are saved and controlling continually. | 4 | B | High | 2 |
| Security | Data stole | Economic loss  Loss of reputation  Legal action | Never | We hired a employer to be sure about security of our datas | 5 | A | High | 1 |
| Management | Lack of meetings | No injuries | Likely | Planning each meeting before a week | 1 | E | Low | 9 |
| Management | Inadequate PM tool management | No injuries | Unlikely | Updating each assignment on tool | 1 | E | Low | 8 |
| Technical | Low quality videos | Medium financial loss  Low reputation loss | Unlikely | Using an algorithm that uses low performance and giving high resolated videos | 4 | B | Significant | 4 |
| Technical | Not user friendly interfaces | Low financial loss | Rare | There are team members to has good UI designing knowledge to change style | 3 | C | Low | 7 |
| Technical | Late server responses | Low financial loss | Rare | All members working in server-side giving much attention to not overload on server | 4 | B | High | 3 |
| Accessibility | Not usable while updating application | High financial loss  Medium reputation loss | Never | Using legacy code to run before updating. | 2 | D | Significant | 6 |
|  |  |  |  |  |  |  |  |  |