**Risk Matrix**

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| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Risk Description** | **Likelihood (1-5)** | **Impact (1-5)** | **Risk Rating** | **Prevention** | **Action** |
| 1 | Loss of internet | 2 | 4 | 8 | Ensure to have a strong and stable connection. Preferably wired | Change to different source of internet and contact provider’s support team |
| 2 | Covid-19 infection | 2 | 4 | 8 | Stay indoors and take appropriate precautions. Disinfect project related items regularly e.g. laptop | Quarantine for 14 days. Seek medical attention if symptoms occur and notify team leader |
| 3 | Poor group communication | 2 | 4 | 8 | Constantly update each other with our progress in stand-up meetings and let each other know of any issues/blockers | Create a schedule that everyone understands and can follow |
| 4 | Lack of time | 3 | 4 | 12 | Plan daily and weekly, work as a team | Follow schedule, ask for help if needed |
| 5 | Personal emergencies / issues | 1 | 3 | 3 | Try to minimise time spent away from project and ensure you aren’t falling behind | Notify team leader and take time away from project if needed |
| 6 | Loss of files | 1 | 3 | 3 | Keep files backed up on a cloud service as well as regular GitHub commits | Revert to / pull from a previous commit. Download again from cloud backup if needed |
| 7 | Lack of understanding of the task | 1 | 4 | 4 | Read through the specification thoroughly and ask questions to team/trainer if something isn’t understood | Keep an open line of communication with everyone and use ticketing system on teams. |
| 8 | Non-conventional code | 5 | 1 | 5 | Ensure you understand the code at all times, discuss with your group if you don’t understand something. | Change code to standard conventions where needed and notify team of changes. Ensure this is noted in the commit messages |
| 9 | Unexpected events | 1 | 5 | 5 | There is no way one can prevent an unexpected event from happening | Make sure that the work is clear and up to date, so that in case of an emergency anyone from the group can continue the work |