

## CSC3003S Capstone Project — Stage One

Risk [30 Marks]

Project Abbrev & Name	Wgame Word Game	Client/Supervisor + email	Maria Keet maria.keet@uct.ac.za
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Team Members	MNLGYA001, SCTMAT003 & BRRDEO001		

Risk Condition [1]	Consequence [1]	Cat	Prob [½]	Impact [½]	Mitigation [1]	Monitoring [1]	Management [1]
Risk of underestimating the scope of the requirements.	Project schedule may exceed the mandated time limit.	Technical	Low	Medium	Take note of concerns and unknowns to discuss with the client. Try to instill effective communication with the client throughout the project.	Verify details and scope with the client on a regular basis, as well as address new concerns that arise whilst working on the project.	Meet with the client on a weekly or bi-weekly basis to clarify details and address concerns as well as to update progress which they can clarify if headed in the direction they want.
Ineffective communication due to remote environment	Final product may be disorganized/not meet project requirements.	Development	High	Medium	Team members must make use of either Teams or Whatsapp to stay in contact and inform each other of any changes or concerns and others must respond in a timely fashion to reduce problems.	Team members should check in with each other during the weekly Team meetings, not only discuss the project. They should voice their issues if there are any so that it can be resolved.	Team members must schedule a meeting to effectively solve communication issues. The meeting should result in a new schedule/plan and preventative measures to avoid further communication issues.

Easier for team members to not work at the same pace due to remote environment	Domino effect on productivity, sometimes one aspect depends on something someone else is working on, resulting in a slower work pace.	Development	High	Medium	Team members must share their commitments and obligations for the week so the Team Lead does not overschedule them - realistic deliverables will lessen the risk of losing pace.	Team lead should ensure that team members are contributing equally and within a reasonable time that is not dampening the team productivity, if so, it can be noted and discussed at the next team meeting.	During the weekly Team meetings, Team lead can bring up the pacing concerns so the week can be restructured for whichever team member is struggling to keep pace with the team.
Risk of unforeseen physical or mental illness in team members.	Delays in completion of deliverables and overall project schedule.	Human Resources	Low	Medium	Physical & Mental illness is highly subjectible and cannot be mitigated by the Team. Team members should be respectful of each other's circumstances.	Team members must share whether they've been feeling ill and need to take some time to rest, so that the schedule can be restructured. *	Weekly schedule should be restructured - if weekly meeting can be pushed to accommodate the ill team member at a later date it should do so, workload should be changed so as to allow time for recovery.
Stage 4 Load Shedding happening during Project duration	Loss of multiple productives hours on a daily basis.	Scheduling	High	High	Keep track of the load shedding schedule and be aware of when team members may need to work around it.	When so many productive hours are lost, scheduling live meetings will be difficult, project handovers and discussions will have to be done according to a member-based schedule, not team.	If load shedding schedules causes delays and/or prevents team communication due to each team member experiencing load shedding at a separate time, team members should be able to work independently and still make good use of their time.
Lack of Game Design experience in Team Members	Limits on complexity and scale of game. Project development time will also be used to	Development	Low	Medium	All Team members should try to read or engage with Game Design content prior	All members should agree and discuss the level of complexity prior to setting goals as	Team members should acknowledge limitations and then regroup to find a goal that is feasible to

	upskill rather than work on projects.				to starting any coding.	well as share sources of info so everyone is on the same page.*	their combined skills such as a gui or pc application (familiar things) rather than trying to learn how to do something new.
Hardware faults	Loss of code or work produced on that machine	Environment	Low	High	Back up all code and documentation locally and remotely whenever something is updated. All team members should have an anti-virus.	Team Lead should remind members to back up their work as well as check when the remote drives were last updated on a weekly basis.	Attempt to recover lost work, alternatively regroup via a Team meeting and rethink how to progress without the work with the time we have left.
Difference in skill level between team members	Harder to choose goals that suit everyone, can result in one or more members having to contribute more.	Technical	Low	Medium	Team members should familiarize themselves with skills required to complete their part of the project and workload should be delegated based on the skills and experience of team members.	Team members should speak up when they are struggling and be honest about their skill level going into the project.	Team members must share knowledge and be willing to help one-another with any struggles.
Conflict between team members due to difference in opinions.	Dampers productivity and could result in project failure if members refuse to communicate with each other.	Human Resources	Low	High	Team members should all be on the same page when decisions regarding the project are made. Team members should all put forth effort into the completion of the project.	The team leader should note any disagreements as soon as they appear, so that they may be discussed and resolved as quickly as possible.	Team members should civilly discuss disagreements and have a system wherein a consensus can be reached. Team leaders should delegate responsibilities and help with conflict management.

Choosing unrealistic features and functions	Risks of project failure and too much time will be spent trying to build overly complicated features.	Technical	Low	High	All team members should research and use word games prior to starting the project so as to have an idea of what is a necessary function and look at source codes so as to define their own limitations when it comes to building those functions.	Team members should share their skill cap at the weekly Team meetings and be willing to accept help from others. Other team members should try to problem solve and help each other as everyone has different skills.	Features that are taking too long or requiring a greater amount of technical skill than expected should be cut or altered, so that development is slowed as little as possible. The basic features of the game should be completed first, so that more complex features can be added only if there is time.
A fourth wave of covid-19 occurring during the project timeline	Risks of team members being displaced to an area with a bad network or an unproductive work environment.	Environment	Medium	High	Team should have a contingency plan in place, change focus from a team-based schedule to a member-based schedule.	Consistently keep an eye on covid -19 statistics and read all communication from UCT re: lockdowns.	Team Members follow contingency plans, sharing with each other their concerns or difficulties via WhatsApp or Teams.
Project has unexpected hosting costs	Risk of team members not being able to afford the costs, delays in project or need to restructure plans.	Costs	Low	High	Team should do extensive research on the entirety of the project and what is needed to build agreed upon features in order to know what costs might occur.	Take note of free trial end dates.	Migrate to different technologies if costs exceed what the group can afford. Meet and discuss alternative, free options.