

Risk Register

Likelihood/Impact Rating: 1 = Low, 2 = Medium, 3 = High

Risk Rating: 1-3 = Low, 4-6 = Medium, 7-9 = High

Risk ID	Date	Risk	Likelihood/ Impact of Risk	Risk Rating	Risk Owner/Mitigation	Done
R1	13-01-26	Project goals and definition isn't defined.	Likelihood: 2	6	Project Lead - Discussed goals and success measures as a team, keeping stakeholders in mind.	Yes [13-01-26]
			Impact: 3			
R2	13-01-26	The project deliverables specification is incomplete.	Likelihood: 1	3	Project Lead - Complete an MVP for the project that defines the scope as a team so all members are informed.	Yes [13-01-26]
			Impact: 3			
R3	13-01-26	Project tasks are not maintained and scheduled.	Likelihood: 1	2	Project Lead - Created a task scheduler in Notion to manage deadlines and responsibilities.	Yes [13-01-26]
			Impact: 2			
R4	13-01-26	Project suffers from scope creep and the minimal product features are not properly implemented	Likelihood: 2	6	Project Lead - Make sure MVP is well defined, and that we have a set list of features needed for each sprint.	Yes [20-01-26]
			Impact: 3			
R5	13-01-26	The final product is not user friendly, and clients struggle to use it.	Likelihood: 1	2	UX Lead - Consider and research accessibility preferences. UX Lead + Project Lead - Produce a set of UI mockups to create a clear visual aid for developers and ensure standards can be maintained.	Yes [23-01-26]
			Impact: 2			

R6	13-01-26	Ethics and privacy are not considered and the product faces legal or moral dilemmas once finished.	Likelihood: 1	3	<p>UX Lead - Research the legal aspects that need to be met, and consider ethical or accessibility preferences for the product. Communicate this with the developers so the requirements are understood.</p> <p>UX Lead - Keep an active dialogue open with developers when new ethical/legal considerations come up or are challenged in the product.</p>	<p>Yes [26-01-26]</p> <p>Maintaining [18-02-26]</p>
			Impact: 3			
R7	13-01-26	The final outcome contains bugs that heavily interfere with the user's experience.	Likelihood: 3	9	<p>Testing Lead - Incorporate End to End testing to ensure that there are no missing functionalities for the user, and that everything works as intended.</p>	<p>Yes [18-02-26]</p>
			Impact: 3			
R8	13-01-26	Project stakeholders are not properly taken into account and the product loses meaningful direction.	Likelihood: 1	2	<p>Project Lead - Define stakeholders when initially understanding the problem and challenges of the final product.</p> <p>UX Lead - Keep stakeholders in mind when making considerations for the final product</p>	<p>Yes [13-01-26]</p> <p>Maintaining [18-02-26]</p>
			Impact: 2			

R9	13-01-26	There is a lack of communication between the developers as well as the team which results in inefficient code production or miscommunications.	Likelihood: 2	6	Project Lead - Create a channel of communication with all team members so everyone can ask questions and post updates. Technical Lead - Use GitHub as a version control system to collaborate on code together in a shared repository.	Yes [13-01-26]
			Impact: 3			
R10	13-01-26	No success measures are defined, so the project is hard to evaluate, and is unable to have no focused reflection.	Likelihood: 2	4	Project Lead - After the goals are defined, also define success measures based on the goals to evaluate how successful each sprint has been.	Yes [13-01-26]
			Impact: 2			
R11	20-01-26	While the application meets the minimum viable product, the final application fails to achieve the goal of engaging users.	Likelihood: 2	4	Project Lead - Focus Sprint 2 to engage users while Sprint 1 focuses on the working minimal viable product, discuss Sprint 2 user stories briefly during Sprint 1 plan to ensure scope creep and viability is met.	Yes [20-01-26]
			Impact: 2			
R12	20-01-26	There are delays in tasks, which hold up tasks that require the prerequisite task to be finished first, hold up release.	Likelihood: 2	6	Project Lead - Split all user stories into acceptance criteria which can be referenced each week, set tasks each week to members so that progress is made each week and shouldn't conflict with pre-requisite tasks.	Yes [20-01-26]
			Impact: 3			

R13	20-01-26	Risk of developing features and that priority is placed on tasks that are hard to achieve.	Likelihood: 3	6	Project Lead - Assess the risk level of user stories using poker planning with the development team to determine whether the code is feasibly achievable, prioritise tasks based on the results.	Yes [20-01-26]
			Impact: 2			
R14	20-01-26	Poorly chosen architecture that impairs the effectiveness of the final program.	Likelihood: 2	2	Technical Lead - Choose Java as it ties well as a backend with JavaScript and HTML for a website based application.	Yes [20-01-26]
			Impact: 1			
R15	20-01-26	The database is not well managed and is not kept secure.	Likelihood: 3	9	Data Lead - Uses User identity tokens to ensure users can only access the data that belongs to them, as well as using encryption and hashing to keep the data itself secure.	Yes [28-01-26]
			Impact: 3			
R16	20-01-26	Testing coverage is not sufficient to cover all bugs in the code.	Likelihood: 2	6	Testing Lead - Use a multitude of different testing methods to ensure better code coverage. (Unit/Integration/E2E)	Yes [18-02-26]
			Impact: 3			
R17	20-01-26	Code quality isn't well maintained and becomes hard to navigate for future developers.	Likelihood: 2	2	Technical Lead - Code should be well commented, and takes a modularised approach to ensure the program is segmented making it easier to understand.	Yes [28-01-26]
			Impact: 2			

R18	20-01-26	There are conflicts in merging code which leads to lost code or issues.	Likelihood: 2	4	Technical Lead - Assign tasks to developers in separate areas and advise the use of respective branches to prevent conflicts.	Yes [21-02-26]
			Impact: 2			
R19	21-01-26	UI design is unclear, and the bridge between user interaction and backend functionality isn't clear.	Likelihood: 1	3	Project Lead - Create a Lo-Fi slide deck prototype of the web application to make a clear understanding of functionality. Create a flow transition diagram to make the functionality of buttons/events clear to developers.	Yes [26-01-26]
			Impact: 3			
R20	18-02-26 RISK ADDED ON REVIEW	A team member is ill and unable to contribute to the project as effectively.	Likelihood: 2	6	Project Lead - Keep thorough log of what each team member needs to do so that other team members are able to maintain work, keep open communication in event and help to distribute workload.	Maintaining [18-02-26]
			Impact: 3			
R21	18-02-26 RISK ADDED ON REVIEW	The workload between members is distributed unevenly.	Likelihood: 1	3	Project Lead - Maintain a record of what each member needs to do each week and check in with each member to make sure they feel like they have a balanced work load and assign support if necessary.	Maintaining [18-02-26]
			Impact: 3			