Risk Management

Table

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| **RISK DESCRIPTION** | **IMPACT DESCRIPTION** | **IMPACT**  **LEVEL** | **PROBABILITY LEVEL** | **PRIORITY LEVEL** | **MITIGATION NOTES** | **OWNER** |
| Give a brief summary of the risk. | What will happen if the risk is not mitigated or eliminated? | Rate  1 (LOW) to  5 (HIGH) | Rate  1 (LOW) to  5 (HIGH) | (IMPACT X PROBABILITY)  Address the highest first. | What can be done to lower or eliminate the impact or probability? | Who's responsible? |
| Hardware/software malfunction | The project might get delayed and pushed back, loss of data and hardware. | 3 | 4 | **12** | Have a good system to manage the data with backups and good saving routines. | Emilian Bogdan |
| Data gets destroyed/disappear, corruption | Private data and files might be stolen or lost. | 5 | 3 | **15** | Have a good backup system with multiple backups. | Emilian Bogdan |
| Project purpose and needs are not well-defined | Can cause confusion regarding the tasks that need to be completed, can result in delays or an unsatifactory product | 5 | 3 | **15** | * Define from the beginning the purpose of the project and complete a business case * In case it occurs, re-write a clear business case and submit to the project board for approval | Team Members |
| Lack of communication | Multiple deliveries could overlap, have misunderstandings between workers, delay the project... | 2 | 4 | **8** | Maintain a good plan and inform all members. Make sure that all members have understood the planning and they will adapt to it. Have regular checkpoints to ensure a good and organized workflow | Ciucioiu Roxana |
| Schedule is not well defined | Confusion among members, delays, unsatisfactory results | 4 | 3 | **12** | Hold scheduling workshops with the project team to understand the plan and then share the plan and go through the upcoming tasks at each weekly project progress meeting | Ciucioiu Roxana |
| Pressure to reduce task duration or run tasks in parallel | Can lead to a rushed/unsatisfactory result | 4 | 2 | **8** | * Share and explain the schedule with key stakeholders; explain that it was expertly built and show the risks of sudden changes * If it occurs, hold emergency risk management meeting and assess the risk and impact of the changes | Ciucioiu Roxana |

Table below: Worker related risks.

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| Worker conflicts (and unresolved conflicts in general) | Two or more workers have issues with each other, might work slower than normal, might need external help.  The conflict can escalate if not resolved. | 1 | 3 | **3** | Maintain a healthy environment among workers, have a third-party available to mitigate conflicts | Budurean Mihai |
| Unpredicted tasks/work | A lot of work could be overlapped. A lot of time would be wasted in rearranging all the work again, also in reassigning new tasks to the workers, which could create conflicts and stress. Many projects could be delayed due to lack of time. | 2 | 3 | **6** | Have a plan in advance for unpredicted tasks, have members aware that this could happen and that they would have to adapt to the new plan. | Borza Radu |