

Risk Assessment and Mitigation

Team 16

CatepillaDevelopment

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a)

Risks must be reviewed by their respective owner every week (owners are split between the project manager, the implementation team, the documentation team and the full team), owners must complete a row in the table below, filling in the date in which they reviewed the register, followed by their name, the ID they reviewed and any changes made to the risk associated with that ID. The owner must complete a row per risk that they are reviewing, e.g. a review for R1 and R2 by the same owner must be on separate rows. The most recent reviews must be at the top of the table, with the older ones at the bottom of the table. We have set this risk review up this way as it will be simple to read. Also, with it being on Google Drive, members from their respective teams will be able to access the risk review at all times.

b)

Date:	Reviewed by:	ID reviewed:	Changes made (if any):
30/11/2022	Joe Fuller	All	None
06/12/2022	Joe Fuller	All	None
13/12/2022	Jack Hardy	R1, R2, R3, R4, R5, R6, R7, R8, R9, R11, R12, R13, R15, R16, R17, R18, R19, R20	None
13/12/2022	Joe Fuller	R10	None
20/12/2022	Jack Hardy	R1, R2, R3, R4, R5, R6, R7, R8, R9, R11, R12, R13, R15, R16, R17, R18, R19, R20	None
20/12/2022	Joe Fuller	R10	None
CHRISTMAS BREAK SO NO REVIEW			
03/01/2023	Jack Hardy	R1, R2, R3, R4, R5, R6, R7, R8, R9, R11, R12, R13, R15, R16, R17, R18, R19, R20	None
03/01/2023	Joe Fuller	R10	None
10/01/2023	Jack Hardy	R1, R2, R3, R4, R5, R6, R7, R8, R9, R11, R12, R13, R14, R16, R17, R18, R19, R20	None
10/01/2023	Joe Fuller	R10	None
17/01/2023	Jack Hardy	R1, R2, R3, R4, R5, R6, R7, R8, R9, R11, R12, R13, R15, R16, R17, R18, R19, R20	None
17/01/2023	Joe Fuller	R10	None
24/01/2023	Jack Hardy	R1, R2, R3, R4, R5, R6, R7, R8, R9, R11, R12, R13, R15, R16, R17, R18, R19, R20	None
24/01/2023	Joe Fuller	R10	None

Created on 16/11/2022

Likelihood on a scale of 1 to 5, 1 being least likely and 5 being most likely.

- Project - Affects the project schedule/resources.
- Product - Affects the product quality/completeness.
- Business - Affects the groups/teams.

ID	Type	Description	Like lihood	Severity	Mitigation	Owner
R1	Project	Missing Group Member (inability to contact)	1	M	Someone to pick up their work and continuous knowledge sharing, so we know what work they were doing	All
R2	Product	Flaky Libraries	2	H	Migrate what library we're using or keep up to date with fixes of the current library	Implementation team
R3	Product	Changes to product requirements	5	M	Make sturdy/robust code (modular code). Easy to edit. Good documentation	Implementation team.
R4	Business	Competition from other teams as they may produce better programs than us	5	L	Produce a better product than the other teams, produce a well delivered presentation	All
R5	product/project	Lose the code/software	1	H	Don't store the game locally on 1 machine. Use github (version control software).	Implementation team
R6	Product	Code issues/bugs	5	L (Best case - e.g. small feature) H (Worst case - e.g. larger feature)	Produce clear code so more than one person can work on the bugs, hence the issue can be solved faster, faster solution = damage limitation	Implementation team
R7	Product	Unclear code	3	M	Use comments to clearly explain code. Communication within the coding team.	Implementation team
R8	Project	Unmet expectations	3	M	Produce precise questions we may have about the brief so we clear up	All

					any ambiguity	
R9	Project	Deadlines	5	M	Create a realistic project plan and set internal deadlines.	All
R10	Project	Scope Creep	2	M	Properly define the features/requirements of the game. Keep it simple. Communicate with stakeholders. Don't add too much to the initial plan	Documentation team
R11	Product	How users respond to the software	5	M	Do thorough testing to ensure that UI is understandable and is easy to use	Implementation team
R12	Project	Conflicting schedules	5	L	Organise meeting times when everyone is free. Absent people should catch up.	All
R13	Project	Productivity Issues	2	M	Set a realistic project plan and communicate often within the team.	All
R15	Project	Compromising on designs (UI)	3	M	Ensure that we compromise on a design quickly, but precisely, so we have plenty of programming hours and at the same time we don't have to constantly revisit the design and change it.	All
R16	product/project	Underestimating development times	3	M	Don't leave it too late. Don't make the project more complicated than necessary.	All
R17	Project	Adding Unnecessary features.	2	M	Stick to the project brief so we don't waste programming hours.	Implementation team
R18	Project	Lack of clarity in roles and responsibilities	2	M	Assign a project manager to assign roles to people in the group	The project manager

R19	Project	Improper management of tasks	2	M	Assign a project manager to manage how well tasks are being completed and if they're being completed.	The project manager
R20	Project	Lack of communication between team members.	2	M	Project manager should follow up on a lack of communication if any.	The project manager