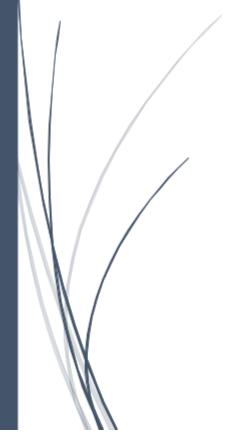# Assignment 1

Risk Register

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TEAM 35

Risk Management

"hoping for the best, but expecting the worst"

Sometimes, despite our best efforts to solve and nip problems in the bud, we will need to consider carefully the bad risks.

The table below will show both impact and the probability of occurrences in rating:

Probability of Occurrences			Catastrophic	Critical	Moderate	Minor	Negligible
Definition	**Meaning**	**Value**	**(A)**	**(B)**	**(C)**	**(D)**	**(E)**
Frequent	• Occurs frequently • Will be continuously experienced unless action is taken to change events	**5**	5A	5B	5C	5D	5E
Likely	• Occur less frequently if the process is corrected • Issues identified with minimal audit activity • Process performance failures evident to trained auditors or regulators	**4**	4A	4B	4C	4D	4E

			3A	3B	3C	3D	3E
Occasional	• Occurs sporadically • Potential issues discovered during focused review.	**3**	3A	3B	3C	3D	3E
Seldom	• Unlikely to occur • Minimal issue identification during focused review	**2**	2A	2B	2C	2D	2E
Improbable	• Highly unlikely to occur	**1**	1A	1B	1C	1D	1E

There is a list of potential risks on our project and how we can handle it :

Number	Risk	Overall Impact	Mitigation	Contingency Plan	Monitoring Scheme
1	The team is falling behind on progress due to unexpected problems.	Occasional + Moderate = 3C	The Trello board will be used to track progress and to ensure that all tasks are up to date.	The Scrum Master will organise additional meetings with the team to catch up on work that has not been completed.	The Trello board will be used to monitor progress. Regular meetings will be conducted so that the team understands where progress is at.
2	A team member is unable to complete a task due to getting stuck.	Occasional +Critical = 3B	Tasks will be allocated based on strengths. Support can be provided from the team for any tasks that may cause difficulties.	The team member in question will get in contact with the team as soon as possible for assistance. The Scrum Master will be the first point of contact.	Ask each team member each meeting if there are any issues (such as if they are struggling with their task).
3	A team member withdraws from the project due to dropping out of the unit.	Seldom + Catastrophic = 2A	There is no mitigation plan for this risk.	The Scrum Master will email and inform the facilitators and unit coordinators to figure out what to do.	Ask each team member each meeting if there are any issues (such as if they plan to withdraw).
4	A team member is unable to attend the previously scheduled meeting.	Likely + Minor = 4D	Organise meeting times that fit with the schedule of all team members.	The Scrum Master will follow up with the team member/s and see why they didn't attend as well as if that reason will impede the project in the	If the student doesn't attend, the Scrum Master will message those students to see if there is an issue.

				future.	
5	Team members don't meet the deadline due to some unreasonable reasons.	Seldom + Moderate = 2C	Continually check up with each team member to ensure they are on track and ensure they can complete the work.	The team member in question will be contacted. If they are unresponsive, the Scrum Master will contact the facilitator to figure out what to do.	Hold regular meetings to check up on the progress of each member and if someone if behind without a reason, the scrum master will ask the student catch up as soon as possible
6	Not meeting the acceptance Criteria. Tasks were not completed to an acceptable standard.	Seldom + Moderate = 2C	Ensure that the team members working on the specific task fully understand acceptance criteria of the task.	Communicate with the client and reduce scope after iteration.	Team members will show their work that they have done between meetings so that the team can check if it is at an acceptable standard.
7	The team member is now 1-2 days overdue and doesn't look like he will complete the task on time.	Improbable + Moderate = 1C	The Trello board will be used to track progress and to ensure that all tasks are up to date. Break down the specific task and assign it to more than one team member.	If the team member is contactable, the team will assist the team member with the task and identify why the task could not be completed. If the team member is unresponsive, the team will take initiative and assign the tasks amongst its members to complete it.	The Scrum Master will ask each team member regularly and during meetings how they are doing on their tasks and if they need extra time and/or help on their task.

8	We might run into problems with accessing databases.	Seldom + Critical = 2B	Check the database and see if we can access it during the project inception.	We might need to change requirements to use other databases that can be accessed.	There is no monitoring scheme for this.
9	Inexperienced scrum master.	Improbable + Moderate = 1C	There is no mitigation plan for this risk.	Organise a meeting to discuss what to do.	There is no monitoring scheme for this.
10	The team might not be experienced or familiar with the development platforms.	Occasional + Moderate = 3C	Provide enough resources beforehand to help members of the team become familiar with the development platform. All team members should familiarise themselves with the platform during project inception.	Allow them to work on areas of the project that they are familiar with. Reassign tasks to allow people familiar to do their tasks instead.	Regularly check the student's usage of the development platform and ask the students to clear confusions with the team members when they are unsure of certain components of the development platform works.
11	Tasks may not be completed due to external factors and other commitments.	Likely + Moderate = 4C	Team members should attempt to complete tasks early so that there is time in case external factors make it difficult to complete them.	Move the tasks over to the next sprint backlog and reassign tasks accordingly. If that is difficult (such as if there are too many tasks or it is the final sprint), tasks with the least priorities will be removed from the sprint backlog (or product backlog if	The team will be notified of any 'busy' weeks that may occur soon during regular meetings.

				necessary).	