**A Risk Register, i.e. a discussion about possible risks to the project and how the team will minimise/ameliorate those risks.**

* **Quality and thoroughness of risk register (/3)**
* **5 being most likely**
* **Level of risk = Rating based on impact and likelihood**

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| No. | Risk Description | Impact of the risk | Category | Probability (1-5) | Impact  (1-5) | Level of risk | Strategy Resolution | Risk owner |
| 1 | Final project doesn’t reach completion | The client is left dissatisfied | Time | 3 | 5 | High | Mitigate – Plan and break up our project at the start, if we reach the end and feel we won’t finish, need to prioritise parts so we can have the important elements completed | Project team |
| 2 | Team member falls behind in their part of the project | May lead to other parts of our project running behind schedule, especially if that task is dependent on other tasks | Communication | 3 | 4 | Medium | Mitigate – By communicating we can avoid this risk, if a team member is struggling they need to inform other group members so we can help each other | Project team |
| 3 | Lose the key to the lab room that contains all the hardware. | It will be very hard for us to complete our project | Force majeure | 2 | 5 | Medium | Accept - There is no way to predict if this will occur. To best insure against this happening, make sure keys are on a key ring and kept safe so we don’t lose them. Also have some backup/spare hardware in another location in case. | Project team |
| 4 | Lose contact with the client | It means that we won’t be able to produce a project to the satisfaction and needs of the client if they can’t communicate with us what they want. | Force majeure | 1 | 5 | Medium | Accept - There is no way to predict if this will occur. To best insure against this happening, we can ask for our client’s emergency contact details and discuss if there is anyone else we could get in touch with in case of an emergency. | Project team/ Client |
| 5 | Client doesn’t approve of our project | The client is left dissatisfied, we haven’t achieved the goal of the project | Communication | 2 | 5 | Medium | Mitigate – Through consistent communication we can avoid this risk. If we meet with the client regularly we can be clear about requirements and specifics about what the client wants. | Project team/ Client |
| 6 | Group member leaves the team | May cause us to fall behind schedule if we have one less programmer and it will mean the rest of the team will have to contribute extra work and effort | Force majeure | 1 | 4 | Medium | Accept - There is no way to predict if this will occur. To best insure against this happening, we can make sure team members are supported and work is allocated fairly. | Project team |
| 7 | Run out of time to test sufficiently | The project may not be to the client’s full satisfaction. When the users use the system, they will be the ones encountering errors | Management | 3 | 3 | Medium | Mitigate – If we thoroughly estimate parts of the project we can make sure we allocate enough time for testing. If we run out of time towards the end of the project we can make sure we prioritise some testing. | Project team |
| 8 | Testing software crashes. Critical systems such as your test environments go down. | We won’t be able to sufficiently test our system to the client and user’s satisfaction. When the users use the system, they might be the ones encountering errors | Technical or Force majeure | 2 | 3 | Medium | Accept - There is no way to predict if this will occur. To best insure against this happening, we can back up our software and upload all our code to GitHub | Project team |
| 9 | Conflict or disagreement between team members | Could lead to dissatisfied team members, if the disagreement goes on for too long it could lead to a delay in some project deliverables. | Communication | 2 | 3 | Medium | Mitigate – Conflict can normally be resolved through communication because it may just be a misunderstanding. As a team, we need to ensure we have a system for handling disagreements and a system that ensures each team member is pleased when a difference in opinion occurs. | Project team |
| 10 | Estimates are inaccurate | Could lead to project delay or project incompletion if the right amount of time wasn’t allocated to parts of the project. | Management | 2 | 2 | Medium | Mitigate – Through discussions about features and estimates at every iteration boundary. And if estimations are inaccurate will then need to prioritise parts of the project to ensure some completion. | Project team |
| 11 | Users have inaccurate expectations, for example users don’t know how to use it | Project won’t be to the clients or user’s full satisfaction. | Management | 2 | 4 | Medium | Mitigate – Through consistent communication we can avoid this risk. If we meet with the client regularly we can be clear about requirements, user experience and what they expect. | Project team |
| 12 | Learning curves leads to a delay in production | When your project team need to acquire new skills for the project there's a risk that productivity will be low and timelines could be threatened. | Technical | 2 | 3 | Medium | Mitigate - Planning and estimation will ensure enough time is allocated to learn or familiarise ourselves with the programming language we are using and any background information we need for the project. | Project team |
| 13 | Requirements are ambiguous. | Requirements are unclear and open to interpretation. We may not be able to produce exactly what the client wants if we are unsure about important elements. | Communication | 2 | 3 | Low | Mitigate – Through constant involvement of the client. Good communication will ensure both parties are on the same page and have the same understanding | Project team/ Client |
| 14 | Requirements Inflation.  As the project progresses more features that were not identified at the beginning of the project emerge | If requirements arise that we have not planned for our estimations will be off and the extra work we need to put in could lead to a delay in production. | Management | 2 | 4 | Medium | Mitigate – Discussions about features and estimates at every iteration boundary. Prioritisation will need to take place so we can focus on which requirements are important for project completion and satisfaction. | Project team/ Client |
| 15 | Decision delays impact project | If the next stage of the project depends on a decision that is unresolved this could cause delay, threatening timelines and estimations. | Timing | 1 | 3 | Low | Mitigate – By establishing guidelines for decision turnaround time and how we want to finalise decisions if there are disagreements. | Project team |