Harris Healthcare Workload Application Risk Management Plan

COSC 471
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Version 1.9

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Revision History

Revision	Date	Brief Summary of Changes	Author
Version 1.4	2020/01/08	Update formatting to match other documents	N. Murray
Version 1.5	2020/02/10	Added more to the tables section in 6, and provided descriptive paragraphs to accompany each table	G. Cairney
Version 1.6	2020/02/16	Added more risks to the tables in section 6, put sections 6.1 and 6.2 on their own pages, and updated paragraphs of sections 4 and 5	G. Cairney
Version 1.7	2020/03/04	Added more issues to the tables in section 6	G. Cairney
Version 1.8	2020/03/21	Added further issues to the tables in section 6	G. Cairney
Version 1.9	2020/03/25	Added further issues to the tables in section 6	G. Cairney

Contents

1 Introduction

This is a Risk Management Plan for Harris Healthcare Workload Application.

2 Purpose

The purpose of this Risk Management Plan is to identify potential problems that may occur during the development of the Harris Healthcare Workload Application before they occur so the team can identify, evaluate, mitigate and control risks.

3 Scope

The scope of this Risk Management Plan encompasses all products of the application and all portions of the software life-cycle. Should the scope of the product change, the scope of this document will adjust accordingly.

4 Organization

The organization structure that assesses and controls any associated project risk involves the entire development team, scrum master, and product owner. Risks are organized with a potential of occurrence within the project, level of impact on the project, and level of severity on the project. All three of those defintions are in place to determine the overall severity of the risk occuring, and how serious the aftermath of the risk could be. Each task has an assigned "Owner" to it, who is responsible for dealing with the risk.

5 Responsibilities

All members of the Harris Healthcare Workload Application team are responsible for performing risk management activities. For each of the risks detailed in the tables below, either one person or a group of people are made responsible for the specific risk. Assiging the respobsibility of each risk to someone means that the risk will be dealt with more readily than if everyone was just genearlly responsible for every issue.

6 Risk Tables

6.1 Risk Action Request Table

This table outlines risks that could possilby occur during the development of the project. Each potential risk is identified by an ID number, and the corresponding ID in the table in the Risk Mitigation Plan Table section of this document. The "Owner" of each risk in this table denotes who deals with the risk if it occurs.

ID	Date	Description	Occurrence	Impact	Severity	Owner
1	Nov. 29, 2019	HDD failure	Low	Medium	Medium	Dev. Team
2	Nov. 29, 2019	Proj. purpose not defined	Low	High	High	Prod. Owner
3	Nov. 29, 2019	Team member not present	Medium	Low	Medium	Scrum Master
4	Nov. 30, 2019	Unplanned work	High	Low	High	Scrum Master
5	Nov. 30, 2019	Estimating errors	Medium	High	High	Scrum Master
6	Nov. 30, 2019	Business case obsolete	Low	High	High	Prod. Owner
7	Feb. 10, 2020	Lack of knowledge of project	High	High	Medium	Dev. Team
8	Feb. 16, 2020	Dev. Team burnout	Medium	Medium	High	Dev. Team
9	Mar. 03, 2020	Unexpected errors	Medium	Medium	Medium	Dev. Team
10	Mar. 21, 2020	Pandemic	High	High	High	Dev. Team
11	Mar. 25, 2020	Isolation	High	High	High	Dev. Team

6.2 Risk Mitigation Plan Table

This table provides the resolutions to the risks listed above in the Risk Action Request Table section. The ID corresponds to the same ID in the table above, and provides an action that will take place if the risk it is aligned with occurs.

ID	Action
1	Keep source control up to date
2	Create business case and ensure project purpose is well defined
3	Spread knowledge across team members
4	Accommodate for unplanned work, and use Change Request form
5	Overestimate to provide breathing room for tasks
6	Regularly review business case and update if needed
7	Old members teach new members of the team about project, and provide insight on the language used.
8	Team members pace themselves and plan workload to allow for a more balanced development approach, and deal with Sprint planning to allow for this balance.
9	Team members should allocate time to be used for extra errors that are come across. Development team members need to be wary of issues that come up
10	Team members will be working remotely to the best of their ability. Communication will be done via online means.
11	Team members are stuck in isolation and only have the tools available to them to work on the project. Communication is still done via online means.