**Risk Plan**

The top 10 risks are identified and listed below. <to be completed>  
**Risk Assessment**

|  |  |
| --- | --- |
| **Risk** | **Description** |
| Schedule may be unachievable | The current schedule for completion of the project may be too short to achieve all a working system with all the stated requirements. |
| Unfamiliar and inexperienced with programming languages | The development team has not worked with all the programming languages involved in the project. Learning the languages and then applying it properly to the project will take time and may delay the delivery of the final product. |
| Lack of team structure | Team members may be unfamiliar with each other and may struggle to communicate their challenges and weakness to the team. Members may also be placed in a team that does not reflect their strength. |
| Optimistic scope of project | Team members have little experience with the software development process and various languages but propose a large scope before commencing the project. This may lead to the many incomplete requirements since the scope was too wide. |
| External risks | Assignments, labs and other third-party interference may cause delays and extend the current timeline for the project. |
| Developer gold-plating | Some requirements may be improved upon more than what is necessary, or gold-plating, for the current version of the project. The team may also spend more time on requirements with less priority than was intended by management. |
| Scheduling of activities (tasks) | Some activities during the development of the software may take longer than expected. This causes delays for other activities (tasks) in the software. |

**Risk Control**

<to be ordered to match risk table above>

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| --- | --- |
| Risk | Mitigation Strategy |
| Schedule may be unachievable | Weekly meetings with team and discussion on current projection of project schedule. Scope reduction of the project may take place to facilitate a more achievable project within the timeframe. |
| Scheduling of activities | Proper planning of tasks between managers and design team.  Consistent communication between members of the development team. |
| Unfamiliar and inexperienced with programming languages | Have training sessions with the team to give a general overview of the various languages and tools.  Provide resources and links support for the various languages to become more familiar with the language and improve skill. |
| Developer gold-plating |  |
| Lack of team structure | Team building exercises. |
| Optimistic scope of project | Requirements would be reviewed by management weekly to ensure that the scope is not too wide. If the scope is too wide, a scope reduction shall be done. |
| External risks | Weekly surveys shall be conducted and personal issues that may hinder the project schedule shall be note and addressed as seen as appropriate by HR. |