Top 10 Risk List

for

Online PCR Tests Booking

at The Department of Electrical and Computer Engineering,

The University of the West Indies

St Augustine Campus

Trinidad

Version 1.0

Week 5

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# Top 10 Risk List

Risks were identified that have the potential to disrupt the project and the current schedule. The top then risks were chosen, based on priority, and placed in a “Top 10 Risk List”.

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| --- | --- | --- | --- | --- |
| **This Week** | **Last Week** | **Weeks on List** | **Risk (RE)** | **Risk Resolution Progress** |
| 1 | 1 | 4 | Schedule may be unachievable  (1.12) | - Tasks along with current timeline for completion of project are reviewed after each meeting and currently seem to be slightly delayed  - Team is reminded of goals each week to keep the schedule on track |
| 2 | 2 | 4 | Unfamiliar and inexperienced with programming languages  (1.28) | - Training session was done with team where brief overview of programming languages was covered  - Learning resources were made available for use  - Additional training session on Django was done  - Risk is showing itself to possibly become significant |
| 3 | 3 | 2 | Personnel work slower than expected  (0.87) | - Another training session was done Git and Asana to improve familiarity with productivity tools  - Motivation was focused on in this week’s meeting to improve morale and productivity |
| 4 | 4 | 3 | Poor estimation of component completion time  (1.40) | - Team was given a brief explanation of each component and the features needed according to the SRS  - Gantt chart and Asana were carefully looked at with team |
| 5 | 8 | 2 | Product is of low quality  (1.00) | - Prototype lifecycle decided upon to help monitor product quality  - Progress of project is checked during meeting to ensure quality is prioritized |
| 6 | 6 | 4 | Lack of team structure  (0.74) | - Teambuilding activity that helped solidify roles and communication between members was successfully done  - Weekly morale survey is done to determine if future action is needed |
| 7 | 7 | 4 | Optimistic development team  (0.87) | - Team has been made aware of workload that the project demands  - Team has good understanding of project demands but it is unclear if issue is completely resolved |
| 8 | 9 | 4 | External risks  (1.40) | - External events resulted in changed meeting time and lower attendance at meeting this week |
| 9 | 6 | 3 | Developer gold-plating  (0.50) | - Concept of gold-plating was explained to the team so they can be aware of the risk  - Risk is clearly understood by the development team but can still occur without proper monitoring procedures in place |

## Resolved Risks

The table below shows the resolved risks of the project which have been properly addressed using requirements management strategies.

|  |  |  |  |
| --- | --- | --- | --- |
| Weeks on List | Date Resolved | Risk | Risk Resolution |
| 2 | 30/09/2021 | Team member lacks proper equipment | Team member acquired replacement laptop |