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 9

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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 | 8 | 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 on track  - Team given a very thorough overview of schedule and remaining tasks along with assistance to improve productivity |
| 2 | 3 | 4 | Communication among team members  (1.04) | - Members were urged to communicate with each other on changes made and problems encountered  - Communication improving among members |
| 3 | 5 | 8 | Unfamiliar and inexperienced with programming languages  (1.28) | - Risk is now high among the testing team  - 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 |
| 4 | 2 | 2 | Difficulty with productivity tools  (1.16) | - Various training sessions were done with members that had difficulty with Git and issues were clarified |
| 5 | 7 | 6 | Personnel work slower than expected  (0.87) | - Another training session was done Git and Asana to improve familiarity with productivity tools  - Deadlines were adjusted to work rate of team members |
| 6 | 4 | 7 | Developer gold-plating  (0.50) | - Team was reminded of gold-plating moving forward and are examined for in each weekly meeting |
| 7 | 6 | 6 | 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  - Product quality is sufficient |
| 8 | 8 | 8 | Lack of team structure  (0.74) | - Teambuilding activity that helped solidify roles and communication between members was successfully done  - Weekly morale surveys are done to determine if future action is needed  - Teamwork and collaboration were a focal point of this week’s meeting |
| 9 | 10 | 8 | External risks  (1.40) | - External events that may delay schedule have not been brought to the attention of managers |
| 10 | 9 | 7 | Poor estimation of component completion time  (1.40) | - Team was given a complete overview of estimated completion time for remaining tasks by managers  - Team gives reasonable estimations in meeting |

## 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 |
| 5 | 18/10/2021 | Optimistic development team | Team members accept the requirements in SRS and no longer seek to create new or add upon existing risks |