Risks and Risk Mitigation

Missing deadlines:

In order for a project to come together properly and on time, every piece of the project must come out on schedule because there may be other parts of the project that require the previous part(s).

Following a strict schedule and proper development cycle will ensure that all parts are fulfilled and completed before the next stage of development.

Miscommunication:

Team members may not be on the same page when it comes to project specifics or requirements. If this happens the project can be delayed or terminated due to lack of coordination.

Documentation and constant contact is the key to preventing miscommunication. One must log everything they do, while detailing the specifics of what they have done and how it relates to the project requirements. Team members use messaging and bi-weekly meetings to discuss project requirements.

Improper Requirements Analysis:

If the group misses a project requirement or a component that the customer desires this can be detrimental to the success of the project.

Everyone should know the project requirements. Requirements are discussed as a group at the planning stage of the project. Requirements are constantly being referred to.

Group Members Missing Work:

If someone is not completing their portion of the project this can slow the overall development.

The project manager should have bi-weekly meetings with every member to make sure that they are on task, shifting workloads if necessary to assigned backup roles.

Modules Produce Bugs when brought together:

Individual members may be developing simultaneously, this can be a problem when modules are brought together, if modules do not work together, this can slow development.

Each module of the project should have their specifications clearly stated in the Module Interface Specifications so that everyone is aware of the inputs and outputs of each module.

Improper QA process due to lack of time:

After the first project, the group has made some adjustments to assure that a proper QA process is followed. A Software Quality Assurance Process has been written that outlines all the possible defects that could go wrong and how the group plans to handle them. There is also an outline of what steps are needed for a proper review.

Missed features and requirements:

The group will be having more frequent meetings before and during development with the customer to assure that the project is on par with their requirements. If there is a misunderstanding regarding one of the requirements, the customer will be consulted immediately to assure the team makes no assumptions.