RMIT UNIVERSITY — RISK REGISTER

Project : **JobsSustralia.tech**
As At: **16/10/2017**

No	Description	Impact	L'hood	Owner	Mitigation Strategies	Contingency Plan
1	Some members of the project team are unclear about their responsibilities.	H	M	All	● Weekly meetings to ensure that proper communication is taking place. ● Task allocation.	Team members are allocated tasks every week. These tasks will be up on Trello and if further clarification is needed, they can ask for help.
2	The functions of the project might be incomplete and the deadline is reaching.	H	M	Al	● Regular monitoring and controlling.	If a task isn't completed in three days, it will be given to another team member to complete.
3	Website is insecure	M	L	All	● Perform scans using tools including *Mozilla Observatory*.	Remove website from publically accessible Internet until issues resolved.
4	Website performance is slow.	M	L	All	● Perform scans using *Google PageSpeed*. ● Test on various platforms.	Notify product owner. Seek solutions.
5	Team member becomes ill.	H	L	All	● Maintain communication, keep team members updated on status. ● Set schedule buffers.	Extend due date of tasks allocated to the ill team member, or reallocate to other team members if time sensitive.
6	Team member drops out.	H	M	All	● Ensure project complexity does not require excessive contribution from team members. ● Set schedule buffers.	Reallocate tasks. Consider removing or simplifying non-essential functions and features.
7	Chosen technology does not perform as expected.	H	H	All	● Be aware of alternative technology.	Seek solutions. Consider switching to alternate technology.
8	Requirements change	M	M	All	● Take agile approach to development.	Assign one or two team members to address the changes.
9	Team member suffers data loss.	L	L	All	● Ensure team members properly use Git for version control. ● Fully document development environment configuration.	Make best attempt to recover from contributions pushed to GitHub. If development environment is affected, re-configured based on documentation.

10	Team member cannot complete assigned task.	L	H	All	● Be aware of each member's skill set and assign tasks accordingly.	Schedule a meeting with team member who can complete task, use the meeting to share skills. Reallocate task to another team member.
11	A suitable matchmaking algorithm cannot be implemented.	H	M	Melissa Nguyen	● Do research.	Reformat algorithm. Explore different methods of handling functions, e.g. if a certain function cannot be done in javascript, do it in SQL or php.
12	A suitable matchmaking algorithm cannot be found.	H	M	Melissa Nguyen	● Do research.	Formulate own algorithm. Base research on similar projects and applications.

Impact = Impact on the Business or project in the event the risk is realized. L'hood = Likelihood of risk being realized.