



Project: Risk Assessment

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Risk identification

1. A team member could 'accidentally' delete the GitHub repository or delete the documents stored on Google Drive.
2. The Client may change his or her requirements significantly, about half way through the project time span. For example, the client decided they want the app to be for both android and ios devices. This would lead to us being unsure whether we should create a Hybrid applicaton, or Native iOS & Android application when we are already 4 weeks into the project. We have created a strong design/architecture diagram to mitigate this risk. This risks leads to us not being sure how to layout our git repository for instance. Should we create a sub-folder inside the initial repository, or should we create 2 separate repositories, and ask our lecturer to connect both repositories on TeamFeedback.
3. We may not be able to communicate with the client as frequently as we would like to. Or have delayed communication with the client (i.e. our first contact with out client could be week 4, out of a 10 week project). This could mean that we may delay our project time, undecided whether are we developing an Android or Web Application.
4. The client may have limited technical knowledge to explain what they want from the project
5. The team may have other coursework/homework to complete
6. Most of the team, may not learn the sufficient technical knowledge required to develop the technology for the clients requirements. I.e. we may be unable to deploy the Android application
7. One or more team members may have frequent absences from team meetings.
8. Our team could forget that we are being assessed based on our communication with the client, professor, and team-members (and not solely programming). A team member could get carried away with the programming side, ignoring the purpose of this particular project (hence resulting in a poor grade).
9. We may use material we are not legally allowed to use (i.e. NHS logo) on the app.
10. We may over-implement features for the app (YAGNI) such as a login page if we don't really need it; or we may under-implement features we need.
11. We may not prepare effectively for the client meetings (i.e. prepare sufficient use case) or may not prepare sufficient questions to make the most of the the meeting.

Risk Prevention

1. Ensure all team members regularly pull / clone the repository.
2. Follow the agile methodology to respond quickly to changes. 2.1 Do what the client says. Learn both technologies. Learn about the advantages of Native vs Hybrid Applications. (i.e. Native iOS/Android vs Hybrid (HTML,CSS,Javascript) site. <https://www.sitepoint.com/native-vs-hybrid-app-development/> Discuss with the team to see which technology best suits our skills, and which application can be built more effectively, including testing in our short time frame.

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3. Ensure we prepare before each meeting to fill in gaps in understanding. Listen to the client.
4. Improve time management skills / make a schedule.
5. Split the learning materials amongst team members so we can all share what we have learnt without unnecessary overlapping.
6. Report to the Lecturer if this is the case.
7. Ensure that the team members communicate to each-other via the Kanban board and to the Lecturers email promptly. All team members should actively engage in updating the Kanban board and always reply to team members messages. We understand that we are using the Agile methodology (a fundamental principle is 'self-organising teams') where the success of the project relies on all team members self-managing their own work-load and communicating effectively with the team.
8. Ask the client to send us uncopylefted images, or images we have been approved us to use.
9. Understand that the client only asked for a basic application, because many parents are not IT literate, or have English as a second language.
10. We should ask the client how often we should meet during face-to-face, and how often are we allowed to contact the client via e-mail

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