Risk analysis

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| **No.** | **Risk** | **Probability**  **(1 to 5)** | **Impact**  **(1 to 5)** | **Strategy** |
| 1 | Short term Illness or absence of one or more team members. | 5  Very high probability as it is the peak time for job interviews. | 2 | Add buffer periods before major deadlines when time budgeting to allow for small delays caused by this risk. Use minutes to keep absent members up to date on missed meetings. |
| 2 | Long term illness or absence of one or more team members. | 2 | 5  Very high impact due to the short time period and small group size. | Share important tasks among multiple team members to reduce dependencies to any one person. |
| 3 | Estimation errors during planning and time budgeting. | 4  The group is relatively inexperienced with planning and managing group projects. | 3 | Take an iterative approach by breaking down tasks as much as possible so they are easier to time budget. |
| 4 | Loss or destruction of the Raspberry Pi and/or required components. | 2 | 4 | Ensure data stored on the RPi is backed up, do not use it as the main development platform, and agree on payment of the fee between all group members so that new equipment can be requested. |
| 5 | Supply the client false confidence and project completion deadlines and plan | 3 | 4 | ??? |
| 6 | Miscommunication between group members and/or the client. | 4 | 3 | Use minutes to double-check discussions and decisions made at meetings. Plan regular review meetings so that misunderstandings can be caught as early as possible. |
| 7 | Tardy and/or vague client responses. | 3 | 3 | Establish the agreed requirements as soon as possible so that development can begin. Allow several days for client responses when time budgeting. |
| 8 | Conflicting opinions within the group and/or with the client. | 4 | 3 | Examine the pros and cons of each idea and compromise if necessary. Ensure progress is maintained by assigning tasks at each meeting. |
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