

Team H

(PSD3 Group Exercise 2)

(Risk Management Document)

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Example for reference:

Risk Id	R.1
Category	planning
Description	We spend a disproportionate amount of time on our team project exercise, and don't leave enough time for our PSD3 coursework
Probability	medium-high
Impact	Reduces scope and quality of our PSD3 implementation work
Severity	Moderate (this unit of coursework is only worth 12.5% of overall PSD3 mark)
Status	Identified
Controls	discuss work balance with team supervisor, adjust as necessary

Risk ID	R.1
Category	Planning
Description	Spend too much time on research and not start the programming/development in time.
Probability	Medium
Impact	Less time to work on the important parts of the project
Severity	Moderate (still have time to get organized and plan out our actions)
Status	Identified
Controls	Arrange group meeting and talk to figure out a proper plan. Break down our project into tasks and periods of time.

Risk ID	R.2
Category	Research
Description	Focusing on unnecessary information.
Probability	Medium-high
Impact	Time consuming. The time could be spent better elsewhere. Could cause delays in meeting deadlines.
Severity	Moderate
Status	Identified
Controls	Be more organized and restrict ourselves to finding the related information for the particular stage of the project we are on at that time. Members can send links of material and write summaries at the end because this would be a quicker way for the other teammates to catch up with the material.

Risk ID	R.3
Category	Team
Description	Little enthusiasm in the team
Probability	High
Impact	Gives bad impression to the supervisor, stops us from asking the right questions and delays the whole project
Severity	High
Status	Identified
Controls	We must start talking more, keeping a list of activities done during the week discussing with the group and thinking of concrete questions to ask to be more prepared for the meeting

Risk ID	R.4
Category	Organization
Description	Little written documentation on what each member has done during the week, not properly defined tasks for the following week, miscommunication
Probability	High
Impact	Members of the team don't know what is going on, proposed solutions to previous problems are not considered by other members because of miscommunication, need to have more distinctive roles in the team
Severity	Moderate
Status	Identified
Controls	Reorganisation of team roles, one person will start making a meeting diary of the progress of the team and each member should have a weekly entry in a personal progress diary as well.

Risk ID	R.5
Category	Organization
Description	Spending too much time on implementation of project
Probability	Medium
Impact	Will leave us with too little time for testing or documentation which may result in poor testing leaving us with a poor quality product or a rushed and incomplete dissertation
Severity	High
Status	Potential, easy to avoid because of the early stage of the project
Controls	Keep everyone up to date and ensure that we meet deadlines for tasks, developing a plan representing all the weeks for the project and setting approximate deadlines for the different stages of the project.

Risk ID	R.6
Category	Technical
Description	The 3D api used is not well understood
Probability	Low
Impact	It would make implementation difficult which could hinder the final product and slow down the development process
Severity	Moderate
Status	Potential
Controls	Proper research into 3D apis that are well documented and well supported

Risk ID	R.7
Category	Organization
Description	Meetings not happening properly and/or meetings are not productive and/o meetings not involving all members.
Probability	Medium-high
Impact	The team is not synchronized to what we are suppose to be doing and/or what has been done.
Severity	Extreme
Status	Identified
Controls	Plan a weekly meeting where all the members are available and also provide a back up time just in case something happens and one or more team member cannot attend. Keep track of what we are doing.

Risk ID	R.8
Category	Development
Description	Members do not know how to use software and/or do not know the programming languages that are required.
Probability	Medium- high
Impact	Unable to start the implementation of the software.
Severity	Extreme
Status	Identified
Controls	Plan to train on the software and programming languages through online tutorial and experimentation.

Risk ID	R.9
Category	Team
Description	Members of the team have different opinions about how to implement the project, or what features it should include.
Probability	High
Impact	Unable to decide how the implementation process should take place, thus delaying the start or the progress of the project.
Severity	High
Status	Identified
Controls	Team must have a proper discussion about all the advantages and disadvantages of every proposal, and decide, through vote which way to proceed.

Risk ID	R.10
Category	Planning
Description	Focusing on other coursework and might not work on the team project as much as needed or at all.
Probability	Medium
Impact	Project is left aside. Is not worked on enough. Poor delivery at the end and possibility of failure.
Severity	Extreme
Status	Potential
Controls	Weekly meetings and constant communication. Specific time each week reserved for the Team Project.