## Risk Plan

##### Risk Identification

Technical Risk: Risk related to technology selection

Personnel Risk: Unexpected absence of key team members, team collaboration issues

Requirements Risk: Frequent changes in requirements

Other Risks: Such as holidays, etc.

##### 2．Risk Assessment

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| --- | --- | --- | --- |
|  | Probability of Occurrence | Negative Impact | Priority |
| Technical Risk | 20% | Replacing the technology used requires a reevaluation of the project's feasibility and the development of a new project plan. Extending the time for technology learning may directly result in missing milestones and affecting the project timeline. | C |
| Personnel Risk | 40% | In the event of an accident involving key project members, it can have varying impacts on the project. In milder cases, it may affect the project timeline, while in more severe cases, it could potentially lead to project failure. | A |
| Requirements Risk | 25% | Frequent changes in requirements can lead to technical risks and schedule risks. | B |
| Other Risks | 5% | If holidays are not included in the development plan, it may result in a pause in progress and a delay in submission deadlines. | D |

##### Risk Mitigation Strategies

Technical Risk: Conduct early technical validation and prototype development to ensure technical feasibility before proceeding with formal development.

Personnel Risk:

1. Conduct regular knowledge sharing sessions within the team to discuss technical implementation details and learn from each other.
2. Assign at least two individuals to collaborate on the development of critical modules to mitigate the risk of key personnel unavailability.

Requirement Risk:

1. Conduct feasibility assessment collectively as a team before accepting requirement changes to ensure their necessity.
2. Project manager should schedule and allocate resources appropriately for handling requirement changes, establish a new timeline for the changes, and conduct periodic evaluations.

Other Risks:

1. Allocate sufficient development time during the early stages of the project plan;
2. Reserve buffer time to accommodate unforeseen circumstances and ensure a certain level of flexibility.

##### 4 Risk Review

1. Conduct risk review every three weeks to assess the effectiveness of risk mitigation strategies.，
2. Summarize lessons learned and incorporate them into the improvement of the project management process.