FitApp

Risk Management Document

Revision A

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## Version Control

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| **Revision** | **Editor** | **Date** | **Change** |
| A | G. LaFrance | 10/4/2015 | Document creation |
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## Risk Identification

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| **Risk** | **Consequence/Impact** | **Probability** | **Impact** | **Response/Strategy** |
| Turnover | Team needs to reevaluate individual roles, and ensure that each member is comfortable with the project definition/scope and technology.  Increases communication time and training time. | Medium | High | Schedule an additional meeting after turnover events to communicate change response.  Maintain documentation so new members are able to review project status and history.  Assign backups for all key roles.  Due to small group size, ensure that all members are familiar with each aspect of project development, and are utility developers. |
| Technology Change | Developers need training to learn the new technology, will delay production and testing of software. | Medium | Medium | One week at the beginning of the project will be dedicated to training and installing tools. |
| Requirements Change | The development schedule will be affected, and features may need to be cut to allow time for development to support unexpected requirements. QA will also need additional time to develop test cases for new requirements. Communication time increases to ensure that the development and QA team understands the new requirements, and chooses appropriate tools/technology to implement requirement solutions. | High | High | We expect some requirements change after each phase presentation and are building time into the schedule after each presentation to handle change communication and implementation. |
| Budget Overrun | This project has a highly constrained budget of $0. If the team needs to purchase tools or pay to host the site, the cost is the responsibility of the team. | Low | High | We will use free development tools, and will demo the website without hosting. |
| Scope Creep | The project has hard deadlines (phase reviews and due date), so any scope creep will increase development time. | Low | High | We expect some requirements change after each phase presentation and are building time into the schedule after each presentation to handle change communication and implementation. |
| Schedule Delay | The project has hard deadlines (phase reviews and due date), so any schedule delay will require immediate increase in development time to realign project state to expected state. | High | Low | Meetings will be scheduled before each phase review to ensure that the project is on schedule. |
| Debugging Delays | The schedule includes time weekly for debugging, and has added time before project presentation to the customer for QA. Debugging delays may require extra development time to meet phase review and presentation deadlines. | High | Medium | An extra week is built into the end of the project to handle debugging delays, and debugging will occur weekly. |