Version Control

Author: Mr Khalid Takar

| **Version** | **Note** | **Date** | **Author** |
| --- | --- | --- | --- |
| V1.1 | Initial draft of the project binder, included the team logos, Customer interview questions and team name | 10 Feb 2023 | KT |
| V2.1 | Devised a team deadline and recorded the 1st team meeting | 13 Feb 2023 | KT |
| V2.2 | Added the final team roles | 13 Feb 2023 | KT |
| V3.1 | Added page numbers, team logo and recorded the 1st consultant meeting and 2nd team meeting | 14 Feb 2023 | KT |
| V4.1 | Added the first 2 drafts of use case diagrams | 17 Feb 2023 | KT |
| V4.2 | Added the third draft of use case diagrams | 20 Feb 2023 | KT |
| V5.1 | Recorded the 3rd team meeting, included the agendas planned for each meeting and the 4th draft of the use case diagram | 21 Feb 2023 | KT |
| V5.2 | Fixed the titles and headings of the project, Recorded the 4th team meeting and the 2nd consultant meeting into the binder | 21 Feb 2023 | KT |
| V5.3 | Fixed all the agendas of all the prior meetings and edited titles and headings | 21 Feb 2023 | KT |
| V6.1 | Recorded the 5th and 6th team meeting and the 3rd consultant meeting into the binder and included the attendees to these meetings. | 27 Feb 2023 | KT |
| V6.2 | Added more key details of the previous meeting recently recorded in V6.1 | 28 Feb 2023 | KT |
| V6.3 | Included the Entity Relationship diagram and design class diagrams | 28 Feb 2023 | KT |
| V6.4 | Fixed the numbers of the team meetings and included the 3rd, 4th, 5th and 6th drafts of the design class diagram made by the system designer | 01 Mar 2023 | KT |
| V6.5 | Added the 5th draft of the use case diagram and also included the original 1st Entity Relationship diagram in doing so fixed the layout of the binder | 02 Mar 2023 | KT |
| V7.1 | Included the Risk Register and Version Control into the project binder. Also added the SQL Queries and the final Design class Diagram | 03 Mar 2023 | KT |

Risk Register

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|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Risk ID | Description | Current Risk | | | Owner | Date | Mitigation | Residual Risk | | |
| L | I | S | L | I | S |
| *R0* | *Team Members computer fails and data is lost* | *2* | *5* | *10* | *KT* | *07 Feb 2023* | *Setup and maintain a daily offsite backup on GitHub of all data pertaining to the project* | *2* | *2* | *4* |
| R1 | *Conflicts between team members regarding design decisions or project direction* | *3* | *5* | *15* | *KT* | *10 Feb*  *2023* | *Regular communication among team members, clear documentation of project goals and design decisions, and a designated project manager to facilitate the final decision-making* | *1* | *5* | *5* |
| R2 | *Inadequate testing leading to defects or errors in the database.* | 2 | 4 | 8 | *KT* | *13 Feb 2023* | *Comprehensive testing of the database design and implementation, including unit tests and double checks before commits on GitHub* | 1 | 3 | 3 |
| R3 | *Limited availability of key team members due to illness, unexpected leave, or other circumstances* | *3* | *5* | *15* | *KT* | *14 Feb 2023* | *Introduce a secondary role to each team member to pick up the slack in case someone isn’t contributing to the project* | *2* | *3* | *6* |
| R4 | *UML diagramming software expires (Visual Paradigm)* | *2* | *4* | *8* | *KT* | *06 Feb 2023* | *Renew the license to continue the project* | *1* | *1* | *1* |
| R5 | *Legal or ethical issues related to data privacy or security of the AirVia system* | *3* | *3* | *9* | *KT* | *20 Feb 2023* | *Only allow full access to the Administrator and give advisors and users access to certain features* | *2* | *1* | *2* |
| R6 | *Inadequate performance of the system due to inadequate design class diagram or implementation of your SQL database.* | *3* | *5* | *15* | *KT* | *27 Feb 2023* | *Thorough analysis of use case diagram and Entity-Relationship diagram allows the team to add more data in the system design* | *2* | *2* | *4* |
| R7 | *Going behind on team deadlines due to lack of team cohesion and structure of when work must be shared with the team* | *3* | *4* | *12* | *KT* | *13 Feb 2023* | *Clear prioritisation of project goals and deliverables by organising a team deadline for each stage of the project* | *3* | *1* | *3* |
| R8 | *Inadequate understanding of the system by the Client Mr Lancaster.* | *5* | *3* | *15* | *KT* | *02 Mar 2023* | *Thorough communication and collaboration with the client, including regular feedback sessions and user training of the new AirVia system* | *1* | *2* | *2* |
| R9 | *Insufficient technical expertise or knowledge from team members leading to incomplete or suboptimal system design* | *4* | *4* | *16* | *KT* | *21 Feb 2023* | *Receive support from team members in your secondary role then ask the rest of the team on discord who is more versed that technical field* | *3* | *2* | *6* |

Risk Matrix

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | **Severity** | | | | |
| Negligible (1) | Minor (2) | Moderate (3) | Critical (4) | Catastrophic (5) |
| **Likelihood** | Rare (1) | Very Low  (1) | Very Low (2) | Low  (3) | Medium  (4) | Medium  (5) |
| Unlikely (2) | Very Low  (2) | Low  (4) | Medium  (6) | Medium  (5) | High  (10) |
| Moderate (3) | Low  (3) | Medium (6) | Medium  (9) | High  (12) | Very High  (15) |
| Likely (4) | Medium  (4) | Medium  (8) | High  (12) | Very High  (16) | Extreme  (20) |
| Almost certain (5) | Medium  (5) | High  (10) | Very High  (15) | Extreme  (20) | Extreme  (25) |