
Risk Management

for

Rapid LDraw Parts Definition

Version 1.0

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1. Definitions

<u>Severity/impact</u>	<u>Likelihood</u>
Very low: No action is necessary	Very low: Highly unlikely to occur normally.
Low: No immediate action is necessary, but should be noted to be addressed later	Low: Unlikely, but should be noted by team
Medium: No immediate action is necessary, but issue should be addressed within 24-48 hours	Medium: Can normally happen and team should be aware
High: Immediate action is necessary and all members should be aware and mitigation actions are taken by affected members	High: Reasonable chance of occurring and team should regularly discuss it and mitigation actions to be taken
Very high: Immediate action is necessary and all members should be aware and mitigation actions are actively taken by team	Very high: Occurrence of event should be actively managed and mitigation actions taken

Assumptions:

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2. Organizational Risk: Team, sponsor

Issue description: Team member leaves	
Risk	
Severity/impact: Very high	Likelihood: Low
Mitigation plan: Distribution of tasks and setting of goals achievable for a team with one less member.	
Contingency plan: Re-distribute tasks to remaining members and possible re-negotiation of goals with sponsor.	

Issue description: Team member is sick/unable to work for extended period

Risk	
Severity/impact: High	Likelihood: Medium
Mitigation plan: Distribution of tasks and setting goals for each week that the team member is unable to complete tasks.	
Contingency plan: Re-distribute tasks to remaining members and possible re-negotiation of goals with sponsor.	

Issue description: Team member conflict	
Risk	
Severity/impact: Medium	Likelihood: Medium
Mitigation plan: Step in as team leader to work through conflict via conflict resolution	
Contingency plan: Reassignment of tasks to avoid team members working together.	

Issue description: Sponsor is unavailable for an extended period of time	
Risk	
Severity/impact: Very high	Likelihood: Low
Mitigation plan: Work through project with list of questions to ask sponsor when they become available.	
Contingency plan: Ask Bart to step in as backup sponsor.	

3. Project Management Risk: Communication, estimates, resources

Issue description: Failure in communication chain	
Risk	
Severity/impact:	Likelihood:
Mitigation plan:	

Contingency plan:

4. Technical Risk: Software, hardware, network

Issue description: Data loss	
Risk	
Severity/impact: Very high	Likelihood: Medium
Mitigation plan: Backup infrastructure in place with daily backups and make sure every team member has a backup solution according to this requirement.	
Contingency plan: Find a team member with a relevant (latest) copy. Grab an old backup.	

Issue description: Merge conflicts	
Risk	
Severity/impact: Low	Likelihood: Very high
Mitigation plan: Modular design with low coupling.	
Contingency plan: Pull the latest copy from backup or manually clearing up the merge conflict. Getting help from Bart.	

Issue description: Credentials breach	
Risk	
Severity/impact: Very high	Likelihood: Medium
Mitigation plan:	
Contingency plan:	