Risk Response Plan Form

Project: Melody

1st Step: Risk Identification

Name of the Risk: Physical structure does not fit or align correctly (holes, webcam stand)	ID N° 3
Risk Description: Misalignment or incorrect dimensions in the physical components (e.g., note holes, LED placement, webcam mount).	

2nd Step: Risk Evaluation

Impact: ☐1(Very Low) ☐2(Low) **X**3(Average) ☐4(High) ☐5(Very High)

Explanation:
If the physical structure does not fit or align correctly, it may get harder to implement all requirements.

Probability: ☐1(Very Low) ☐2(Low) ☐**3**(Average) **X4**(High) ☐5(Very High)

Explanation:

3rd Step: Risk Response Plan

Task, Who will do it, When it will be done!

Strategies and Tasks that should be performed in order to reduce the "Impact"/"Probability" of this risk:

Prevention Tasks:
Double-check all measurements and spacing. Mark drilling points carefully and test positioning before committing to permanent modifications. Involve more than one team member in reviewing and validating the design.

Mitigation Tasks:
Adjust or re-drill components if misalignment is minor and can be corrected.
Keep extra materials on hand for fast rework if needed.

Transfer* (use in last case, avoid if possible):

Acceptance Tasks (avoid at all costs!):

(* At Integration Workshop 3, it would not be possible to "transfer" the Risk outside of the team!)

Re-evaluated Impact (1~5): 3	**Re-evaluated Probability (1-5): 2**

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Form based on Gasnier, 2000 (IMAN Editor), adjusted by Wille(UTFPR), translated to English by Fabro(UTFPR).