Risk Response Plan Form

Project: Melody

1st Step: Risk Identification

Name of the Risk:	ID N°
Team member leaving the project	2

Risk Description:
One or two members leave the project

2nd Step: Risk Evaluation

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

Explanation:

Most tasks are assigned to specific individuals. If someone leaves, their responsibilities must be reallocated, which can significantly impact progress.

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

Explanation:
Unexpected events might occur, and team members already have tight schedules.

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:
Each task should have at least one assistant who is also the backup. Every assistant asks the responsible one if he needs help every week.

Mitigation Tasks:
Reassign the departing member's responsibilities to their designated assistant.
Remove the requirements marked as "Risk Removable" on the Requirements according to the number of members leaving.
Reassign the ownership of these requirements to support the backup for the departing member.

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):2	**Re-evaluated Probability (1-5):2**
Elaborated by: Bruno	Date: 23/04/2025	

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