

Risk Response Plan Form

Project: Melody

1st Step: Risk Identification

Name of the Risk: A team member leaves the project	ID N° 2
Risk Description: A project team member abandons the project	

2nd Step: Risk Evaluation

Impact: ☐1(Very Low) ☐2(Low) ☐3(Average) ☐4(High) ☒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) ☒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 backup. Every backup asks the responsible one if he needs help every week.

Mitigation Tasks:

Reassign the departing member’s responsibilities to their designated backup.

Reassign the responsibilities for the optional requirements to help the backup of the departing member.

Discard ⅓ of the requirements that have not yet been implemented.

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

Elaborated by: Bruno

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