|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Risk  ID | Risk  Description | Risk Category | Impact | Probability | Owner | Mitigation  Strategy |
| 1 | A member being unable to complete their tasks due to personal issues | People | Medium | Common | Project Manager | Have someone else take over the tasks |
| 2 | Team member having conflicts with other members | People | Medium | Common | Mediator | Mediator using his/her professional counselling skills resolves the conflict |
| 3 | Misunderstanding tasks and doing something irrelevant | People | Medium | Sometimes | Team Member | Check up regularly and give feedback |
| 4 | Computers decides to malfunction | Technology | Medium | Rare | Team Member | Backup regularly to GitHub |
| 5 | Government decides to change their technology policies | Government | High | Rare | Project Manager | Try to get an exemption from the government otherwise have a backup plan |
| 6 | Colesworth decides to change the scope of the project | Partner | Low | Sometimes | Project Manager | Project Manager informs the member and advises the team member on the plan of doing the tasks |
| 7 | A competitor releases a similar, better product during the implementation | Market | Medium | Rare | Project Manager | Improve your product based on the competitor’s |
| 8 | Funds somehow lost i.e. stolen or miss transfer of funds | Financial | High | Rare | Project Manager | Have another bank account with some funding in case or secure your bank account |
| 9 | Colesworth decides to cut the budget during the implementation | Financial | High | Sometimes | Project Manager | Convince them that the money should not be cut, otherwise we will sacrifice quality or “unnecessary” parts of the product |
| 10 | Task taking longer than expected | Process | Low | Common | Project Manager | Create slack for the tasks which may highly likely take a long amount of time |
| 11 | Colesworth decides to no longer support the project | Partner | High | Rare | Project Manager | Escalate to higher executives of Afterpay |
| 12 | Tasks takes faster than expected | Process | High | Sometimes | Team Member | Get more tasks done in the same time frame |
| 13 | Our budget is increased | Financial | High | Rare | Project Manager | Increase the scope or quality |
| 14 | Lack of knowledge in a particular task | Process | Low | Common | Team Member | Consult expert or do research |
| 15 | Someone part of the project decides to leave | People | Medium | Sometimes | Project Manager | Have slack in the schedule in order for other people to take over the tasks |
| 16 | Leak of information on the project | Legal | High | Rare | Project Manager | Ensure that everyone signs a contract stating that no information shall be leaked outside of the project |
| 17 | A function completed after a sprint being incompatible with Colesworth’s current system | Technology | High | Rare | Project Manager | Do prior research before the project and discuss with Colesworth the current software functionality and whether they should change or not |
| 18 | Afterpay decides to hire more people for the project | People | High | Sometimes | Project Manager | Distribute workload even more or increase scope |
| 19 | Afterpay gets positive public feedback i.e. awards won | Market | Low | Sometimes | Project Manager | Everyone becomes more motivated on the project to further bring out Afterpay good name |
| 20 | Colesworth’s scope is very well defined with no ambiguity | Partner | High | Sometimes | Project Manager | Makes the Work Breakdown Structure even more simpler |

When referring to “Team Member”, we refer to the ones who are experiencing this risk

Owner

* Team member
* Mediator within the project team
* Project manager

|  |  |  |
| --- | --- | --- |
| **Risk ID** | **Risk** | **Risk Mitigation Plan** |
| 1 | A member being unable to complete their tasks due to personal issues | Project manager should get someone else to take over the tasks. The project manager should identify which team member has the skills and knowledge that suits the tasks and someone who has a good level of motivation |
| 9 | Colesworth decides to cut the budget during the implementation | Project manager should convince them that the money should not be cut, otherwise we will sacrifice quality or “unnecessary” parts of the product. If Colesworth insists cut the budget, manager should tell the member to rearrange the plan and discover what part of project can be simplified and cut depends on the amount of budget. |
| 20 | Colesworth’s scope is very well defined with no ambiguity | Take advantage of the situation, make a plan on the tasks needed to done by creating a work breakdown structure (which should be done anyways) to simplify even more on the scope of the project and then assign tasks to members. |
| 12 | Tasks takes faster than expected | Take advantage of the situation and allocate members additional work from future tasks. If the task finished early is at the end of the project, do final checks on all tasks to ensure it is at its best quality |
| 13 | Our budget is increased | The project manager and team can discuss with the stakeholders if there are any more extra features to be added to the scope. They could then use the extra money to hire more developers to complete the extra tasks. They could also hire more testers to test the code more thoroughly and as a result, deliver a higher quality product. |