

# Reach IP Project Risk Management Report

Name	Student ID	Role
Kayen Giam Le Xin	S10242715	Project owner, Front End Developer, Scrum Master, Lead 3D Artist
Choong Jia Yun	S10242744	Project Manager, Back End Developer, Lead Concept Artist

## Risk Register

### Legend

	1	2	3
Probability	Low	Medium	High
Impact	Low	Medium	High

### Project Management Risks

Risk Category	Risk Description	Probability	Impact	Implication	Measure Taken to avoid risk	Risk Response	Risk Response type	Risk Owner	Expiration date
Scope/ Planning	Insufficient time to finish	2	2	Work not finished on time and website is not fully usable	Check on each other to make sure each member is able to complete their tasks	Make sure all workloads are not too much for each member	Mitigate	Project Manager	Week 18
	Changing features due to time constraints	2	2	Work done will be wasted, website won't look as we wanted it to	Make sure work gets done on time and all parts we need is achievable	Accept that some pages of the website we wish to put in will not be able to be added	Accept	Scrum Master	Week 18

	Scope too big/ too ambitious	2	2	Come up with an idea we are not able to complete	Make sure we are able to complete all the parts we need and remove any unnecessary ideas	Check what is no really needed for the website and remove them/ put them as WIP	Mitigate	Project Manager	Week 15
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### Technical Risks

Risk Category	Risk Description	Probability	Impact	Implication	Measure Taken to avoid risk	Risk Response	Risk Response type	Risk Owner	Expiration date
Knowledge	Unable to fully understand API	2	3	Some pages of website will not run as intended	Take time to learn API	Learn and find tutorials to help in understanding	Mitigate	Back End Developer	Week 15
Software	Software crashes	2	2	Unsaved data will be lost	Frequently save the project	Most software allows to retrieve lost data	Mitigate	Project Manager	Week 18
	Software restarts and data gets deleted	1	3	All data will be lost and progress has to restart	Make frequent cloud uploads and share with other members	Retrieve latest saved project from other team member	Accept	Project Manager	Week 18
Hardware	Laptop crashes	2	3	Unsaved data will be lost and worst case scenario laptop has to be repaired	Save projects regularly and take care of ones own laptop	Bring to repair if needed and retrieve all lost data	Accept	Project Manager	Week 18
	Hard disk gets corrupted	1	3	Unsaved data will be lost and all files have to be downloaded from the cloud	Make frequent saves and cloud uploads	Retrieve latest saved project from other team member	Mitigate	Project Manager	Week 18

### Organisational Risks

Risk Category	Risk Description	Probability	Impact	Implication	Measure Taken to avoid risk	Risk Response	Risk Response type	Risk Owner	Expiration date
People	Member falls ill	2	3	Work gets pushed back, flow is broken	Make sure all members are healthy and taking care of themselves	Allow time for affected member to recover	Avoid	Project Manager	Week 18
	Family matters	2	3	Work gets pushed back, flow is broken	Inform members as soon as possible	Allow time and support for affected members	Mitigate	Project Manager	Week 18
	Burnout	2	3	Work gets pushed back, flow is broken	Make sure all members are healthy and taking care of themselves , tell others when they feel stressed	Allow breaks and rest time for all members and make sure work load is separated fairly	Avoid	Scrum Master	Week 18
Resource	Inability to meet f2f	3	2	Hinders cooperative efforts	NIL	Have daily discussions online	Accept	Project Manager	Week 18

### External Risks

Risk Category	Risk Description	Probability	Impact	Implication	Measure Taken to avoid risk	Risk Response	Risk Response type	Risk Owner	Expiration date
Customer	Unable to find suitable play testers	2	3	Unable to find new/single /struggling parents around us	NIL	Try our best to find any user close to our target audience	Mitigate	Project Owner	Week 18