

## Expense Report Risk Management

ID	Description of Risk	Impact	Risk Reponse	Risk Level	Risk owner
1	Damaged or lost resources	Pushes deadline, increase costs towards resources	Recover as much as possible, asses lose and re-strategise	High	Kieran
2	Client withdraws from project	Project cancellation, loss of revenue	Client Communication, Legal advice	High	Kieran
3	Enviromental issues	Project disruption, loss of assests and resources	Recover any back up data, transfer over if physical damage occurred	High	Kieran
4	Version control issues	Loss of project assets, pushes deadline, increase costs towards resources	Find alternatives to version control or build simple local version control system	Med	Kieran
5	Sick leave or unable to work	Pushes deadline, increase costs towards resources	Replacement staff, extended deadline, prioritise workload	Med	Kieran
6	Software compatitbily issues	Pushes deadline	Alternative software, Migrate resources	Med	Kieran
7	Amended client specification	Pushes deadline, increase costs towards resources	Client communication, budget / fee increase, change to other specification to accomodate	Med	Kieran
8	Deadline date change	Pushes deadline, increase costs towards resources	Reduce deadline change as much as possible, commuincation to client, prioritse tasks	Med	Kieran
9	Project quality issues	Loss of reputation or revenue	extend deadline to improve quality issues, commuincation to client to mitigate and negative response	Med	Kieran
10	Developer scope creep	Pushes deadline, increase costs towards resources	Documentation, daily planning in order to prevent further scope creep, refocus to current specifications	Med	Kieran
11	Communication issues	Reduced resources or in incorrect areas, low client satisfaction	Fix issue or find alternative communication, find missed comunication	Low	Kieran
12	Unknown methods and concepts	Pushes deadline, increase costs towards resources	Research unknown areas, look into alternative methods that are currently known to the developer	Low	Kieran
13	Poor productivity	Pushes deadline, increase costs towards resources	Re-strategise, recover lossed time by extending tasks over remaining project time, extend deadline	Low	Kieran

ID	Encountered	Notes
4	Version control issues	Github for version control had issues pushing to respositories nativily through visual studio, kept a back up locally and uploaded manually through Github desktop application
6	Software compatitbily issues	Using Visual Studio on Mac had some issues transferring data to microsoft, updated version meant the project could not work correctly, saved code files and transfered this to microsoft version in order to work on a lower version of visual studio, low impact on the project
7	Amended client specification	Agreed to add user selection and file handling, no extention to deadline or increase in resources costs, no negative impact on project
9	Project quality issues	Senior staff addressed areas for improvement, once testing was complete these areas were refactored and correctly addressed
10	Developer scope creep	Agreed to add user selection and file handling, no extention to deadline or increase in resources costs, no negative impact on project
12	Unknown methods and concepts	Researched these methods, minimise time spent on areas i needed to research to provent low productivity.