UNIVERSITY OF YORK

DEPARTMENT OF COMPUTER SCIENCE

ENG1
Group 8 - Magic 8-Balls

Report -
5. Risk Assessment & Mitigation

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5 a) Describe and justify the risk management process followed by your team and the format of your team's risk register (3 marks, ≤ 1 page).

We need a risk management process to identify, analyse and respond to any risk that arises over the life cycle of our project to help the project remain on track and meet our goal. The first thing we did prior to any planning or implementation was conduct a thorough review of the entire project to identify the risks we could potentially face which could impact the success of our project so we could develop proper mitigation measures to reduce the risk of them occurring to begin with.

The risk register is split into several important columns: 'ID', 'Type of Risk', 'Risk', 'Likelihood', 'Impact/Severity', 'Mitigation' and 'Ownership'. The risks have a unique ID which makes it easy to refer to and categorising the risks into either 'Project', 'Product' or 'Technology' related risk helps us be aware of how the risk could occur and where in the project it would affect. 'Likelihood' uses a scale of 'low', 'moderate' and 'high' to rank the risk on the chances of whether it will occur. This ensures that we know what to prioritise the most according to its Likelihood. If we underestimate the Likelihood of an event, we may not take the necessary precautions to avoid it therefore affecting our project significantly or just being an inconvenience. 'Impact' is the expected severity of the adverse effects due to the occurrence of the risk. Evaluating Impact is useful in determining which risks to prioritise to save time. Each risk is assigned to an appropriate group member (in the 'Ownership' column) who continuously monitors and manages the risk to make sure mitigation measures are followed and that the risk is under control. The mitigation plans for each specific risk is under the 'Mitigation' column which details the actions that should be taken in order to reduce or prevent the likelihood of the risk occurring.This is constantly checked upon by the designated member.

The risk management process is an iterative process which is prone to changes throughout the project.We made it an important priority to regularly review and update the risk register throughout the project to ensure it remains effective and relevant and to make any necessary adjustments due to project changes. As a result, it has helped mitigate risks and our project ran quite smoothly.

5 b) Give a systematic tabular presentation of risks (risk register) to the project, their likelihood, impact, mitigation and ownership (7 marks, ≤ 3 pages).

ID	Type of Risk	Risk	Likelihood	Impact	Mitigation	Owner-ship
R1	Project	Not completing enough work every week to meet our deadline	High	High	Delegate tasks in regular meetings and plan out a schedule to ensure work is done.	Kate
R2	Project	Each task taking too long to complete resulting in delay of other tasks	Moderate	High	Plan out how to do task, have deadlines for each task, respective members work together and help each other out if they are struggling	Asude, Sarah
R3	Project	Member of group falling behind/not doing their work on time	High	High	Checking up on everyone in both regular meetings. Communicate on why this is occurring and how we can fix it. Providing support on their work if they require it.	Kate
R4	Project	Unclear project schedule, specification and plan	Moderate	High	Draw up Gantt charts for project schedule, elicit and negotiate requirements with customer and the group through regular customer meetings	Asude, Kate
R5	Project	The same tasks repeated by different group members	Low	Moderate	Using Monday. Tasks can be organised and assigned to. This ensures that no two people are working on the same task if unnecessary	Asude, Sarah
R6	Project	Conflicts between members of group	Low	Moderate	Make decisions unanimously and ensure all discussions are approached in a calm and mature manner	All
R7	Project	Unreadable code which is hard to work with	Moderate	Moderate	Use comments, readable variable/function/class names	Jack, Will, Matt
R8	Product	Bugs and errors in code	Moderate	Moderate	Use GitHub to manage different versions of the code. Regularly check on code to see if it works so you can pinpoint the location of the error in which version easily. Can revert to a previous	Jack, Will, Matt

					version	
R9	Project	Lack of communication, causing lack of clarity and confusion.	Low	Moderate	Regularly keep updates on tasks to be done and have been done in group chat/weekly meetings	Asude, Sarah
R10	Project	Upcoming exams causing delay in work progress	High	High	Split up tasks accordingly for each week in time for the deadline taking into account that less work will be done throughout the exam period.	Asude, Sarah
R11	Technology	Loss of work from crashes	Low	High	Use auto-save feature and regularly save work. Make commits often to ensure work is saved on the GitHub.	All
R12	Technology	Buggy game that is not working as intended	Moderate	Moderate	Make commits often so we can revert back to a previous working version without loss of much work and to find the cause and at which point the bug started occurring.	All
R13	Project	Conflicting schedules leading to irregular meetings	Low	Low	Do more regular brief online meeting calls	Kate
R14	Project	Legal issues as a result of using copyrighted assets and resources without permission	Low	Low	Obtain permission/use assets with the right licensing	Sarah
R15	Product	The game does not fit the needs of the customer/ stakeholder	Moderate	Moderate	Hold regular customer meetings to help define and confirm requirements of the game	Sarah, Matt
R16						