CSC3003S Capstone Project — Stage One

Risk [30 Marks]

Project Abbrev & Name	CBIB: A tool for managing research outputs	Client/Supervisor + email	Tommie Meyer, tmeyer@cs.uct.ac.za
Date	3 August 2018	Tutor + email	Takunda Chikondo, tkchikondo@gmail.com
Team Members	DPLKYL002, Kyle Du Plessis SBRDIY001, Diya Seeburrun MBSSUZ001, Suzan Mabusi		

Risk Condition [1]	Consequence [1]	Cat	Prob [½]	Impact [½]	Mitigation [1]	Monitoring [1]	Management [1]
Failure to complete the project (final product) on time and with all functionality specified by the assigned deadline	Poor final mark for capstone project and unhappy client	Time	Medium	Critical	Build the product using the most appropriate tools, follow software best practices, seek assistance if problems arise, use project management tools, minimize task dependencies where one task or team member waits for another to complete, properly allocate workload amoung team members	Constantly track and measure project progress and status using schedule and project management tools (Basecamp)	Communicate unforeseen difficulties encountered with client and try to negotiate a project extension
Going out of scope (scope creep)	Project schedule delay and missed deadlines, key functionality not working or not working	Scope	Low	Critical	Fully understand client requirements, properly document and understand project	Meetings and demonstrations to client to determine if team progress is in the right	Negotiate with client for additional functionality to be included in project

	properly				scope, clarify functional requirements, verify with client before adding additional features	direction with client requirements in terms of scope, clarify functional requirements	scope, adjust project schedule and increase team member workload to get back on track
Inability to deal with changing / new client requirements	Poor product quality – errors and omissions, product does not meet client requirements	Scope	Low	Margin al	Develop software iteratively, changing / new requirements should be reflected across the entire project (documents etc.)	Constantly track status of project requirements, document changing / new requirements, use tools and techniques to manage and track requirement changes and effects across project	Incorporate changing / new client requirements as soon as possible into the project, reevaluate and adjust project schedule to cater for this and try to negotiate a project extension
Poor conflict management	Poor product quality - workload is restructured to accommodate team members in conflict	Huma n resour ces	Medi um	Critical	Team leader maintain healthy group dynamics, work to be done is agreed upon before starting, workload evenly distributed among team members	Team leader monitors group dynamics and issues during regular meetings	Team leader acts as a mediator to resolve team conflict immediately
Ambiguous and imprecise communication	Poor product quality – errors and omissions, product does not meet client requirements	Com munic ation	Medi um	Catastr ophic	Use appropriate online communication platforms, put important things in writing, attend all client meetings, schedule regular team meetings, take clear notes	Make sure everyone is on the same page during regular team meetings, constantly monitor team progress and clarify things which are unclear, regular follow-ups and meetings with client, document project progress	Immediately fix the issue caused by the miscommunication
Poor integration management / problems	Final product not working as expected,	Integr ation	Medi um	Critical	Use source control (Github), build the	Regular product testing	Communicate unforeseen difficulties

with integration	failure to run during demonstration				product using the most appropriate tools, seek immediate advice and assistance if problems arise		integration encountered with client, seek immediate advice or assistance for a speedy solution
Member of project team dropping out of the project / course	Project schedule delay and missing deadlines due to increased workload, poor product quality	Human Resources	Low	Critical	Team leader maintain healthy group dynamics and keep team motivated	Team leader monitors group dynamics and issues during regular meetings	Communicate the unforeseen difficulty encountered with client and try to negotiate a project extension due to increased workload

Instructions

1. Complete the table with **realistic** risks to get marks.
2. You need at least 5 risks, you may have more.
3. Remove these instructions from your submission on Vula.

Follow-up

1. Bring this document to your next meeting with your client (or email it beforehand) and ask if it adequately accounts for possible issues.
2. Resolve and note the solutions to any issues.