



The Team

THE TEAM RISK MANAGEMENT PLAN

E-Tendance - Facial-recognition based attendance taking system

The Team

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Submitted to:



VERSION HISTORY

Version #	Implemented By	Revision Date	Approved By	Approval Date	Reason
1.0	Simon	09/30/2019	Zeng Jinpo	09/30/2019	Initial Risk Management Plan draft
1.1	Zeng Jinpo	09/30/2019	Simon	09/30/2019	Completion of Risk Management Plan

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1. INTRODUCTION

1.1 PURPOSE OF THE RISK MANAGEMENT PLAN

A risk is an event or condition that, if it occurs, could have a positive or negative effect on a project's objectives. Risk Management is the process of identifying, assessing, responding to, monitoring, and reporting risks. This Risk Management Plan defines how risks associated with the **E-Tendance** project will be identified, analyzed, and managed. It outlines how risk management activities will be performed, recorded, and monitored throughout the lifecycle of the project and provides templates and practices for recording and prioritizing risks.

The Risk Management Plan is created by the project manager in the Planning Phase of the CDC Unified Process and is monitored and updated throughout the project.

The intended audience of this document is the project team, project sponsor and management.

2. RISK MANAGEMENT PROCEDURE

2.1 PROCESS

The project manager working with the project team and project sponsors will ensure that risks are actively identified, analyzed, and managed throughout the life of the project.

Risks will be identified as early as possible in the project in order to minimize their impact. The steps for risk identifications are outlined in the following sections. The project manager will serve as the Risk Manager for this project.

2.2 RISK IDENTIFICATION

Risk identification will involve the project team, appropriate stakeholders, and will include an evaluation of environmental factors, organizational culture and the project management plan including the project scope. Careful attention will be given to the project deliverables, assumptions, constraints, WBS, cost/effort estimates, resource plan, and other key project documents.

A Risk Management Log will be reflected in **Section 3 of this documentation**, and it will be constantly updated if necessary and stored electronically in the project library located in the GitHub accessible via this link:

<https://github.com/SimonElNahasChristensen/NTU-ASE-TheTeam/tree/master>

2.3 RISK ANALYSIS

All risks identified will be assessed to identify the range of possible project outcomes. Qualification will be used to rank the risks according to their potential impact on the project. All risks will thus be prioritized accordingly: risks with high impact will be assigned high priority, and need to be pursue and respond to, whereas risks with low impact will be assigned low priority, and can be delayed or even ignored depending on the severity, triviality and time constraint.

2.3.1 Qualitative Risk Analysis

The probability and impact of occurrence for each identified risk will be assessed by the project manager, with input from the project team using the following approach:

	Profitability			
Impact	H			
	M			
	L			

			L	M	H	
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Probability

- High – Greater than 70% probability of occurrence
- Medium – Between 30% and 70% probability of occurrence
- Low – Below 30% probability of occurrence

Impact

- High – Risk that has the potential to greatly impact project cost, project schedule or performance
- Medium – Risk that has the potential to slightly impact project cost, project schedule or performance
- Low – Risk that has relatively little impact on cost, schedule or performance

Risks that fall within the RED and YELLOW zones will have risk response planning which may include both a risk mitigation and a risk contingency plan.

2.3.2 Quantitative Risk Analysis

Analysis of risk events that have been prioritized using the qualitative risk analysis process and their effect on project activities will be estimated, a numerical rating applied to each risk based on this analysis, and then documented in this section of the risk management plan.

2.4 RISK RESPONSE PLANNING

Each major risk (those falling in the Red & Yellow zones) will be assigned to a project team member for monitoring purposes to ensure that the risk is constantly kept in control and it will not negatively impact the project.

For each major risk, one of the following approaches will be selected to address it:

- **Avoid** – eliminate the threat by eliminating the cause
- **Mitigate** – Identify ways to reduce the probability or the impact of the risk
- **Accept** – Nothing will be done
- **Transfer** – Make another party responsible for the risk (buy insurance, outsourcing, etc.)

For each risk that will be mitigated, the project team will identify ways to prevent the risk from occurring or reduce its impact or probability of occurring. This may include prototyping, adding tasks to the project schedule, adding resources, etc.

For each major risk that is to be mitigated or that is accepted, a course of action will be outlined for the event that the risk does materialize in order to minimize its impact.

2.5 RISK MONITORING, CONTROLLING, AND REPORTING

The level of risk on a project will be tracked, monitored and reported throughout the project lifecycle.

A “Top 10 Risk List” will be maintained by the project team and will be reported as a component of the project status reporting process for this project.

All project change requests will be analyzed for their possible impact to the project risks.

Management will be notified of important changes to risk status as a component to the Executive Project Status Report.

3. TOOLS AND PRACTICES

A Risk Log will be maintained by the project manager and will be reviewed as a standing agenda item for project team meetings.

3.1 RISK MANAGEMENT LOG

ID	Risk Type	Description	Probability	Impact	Risk Resolution Plan	Risk Score	Project Manager Signature
1	Human Resource	Important staff are unavailable	Moderate	High May delay key stages of the project, and ultimately delay the final product release date.	Each component is assigned at least 2 members, so that there will always be one to cover for the other, when the other one is unavailable.	4	Simon
2	Financial	Cost Overrun	Moderate	Moderate The budget proposed may be insufficient during the implementation, hindering the project from continuing.	Cost control during the implementation, and remove unnecessary expenses during the implementation.	2	Simon

3	Communication	System not meeting the requirements as discussed	Moderate	High It will result in schedule overrun in order to correct the wrong designs.	Weekly meeting to clarify the requirements, and gather user feedback	3	Simon
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4. RISK MANAGEMENT PLAN APPROVAL

The undersigned acknowledge they have reviewed the **Risk Management Plan** for the **E-Tendance** project. Changes to this Risk Management Plan will be coordinated with and approved by the undersigned or their designated representatives.

Signature: Simon Date: 09/30/2019

Print Name: Simon El Nahas Christensen

Title: Mr

Role: Project Manager

Signature: Jinpo Date: 09/30/2019

Print Name: Zeng Jinpo

Title: Mr

Role: Back-end Developer