a) We decided to use a risk register in order to show our risks in a clear and concise way. The risk register serves as a central repository for the project's risk information and allows for the information that results from the risk management process to be suitably sorted, standardized, and merged for relevance to the appropriate level of management. Its key function is to provide the team with significant information on the main risks faced by the project. The risk register also gives the teams risk management stakeholders a clear view of the current status of each risk, at any point in time. A risk register as part of the risk management plan and will help the team to:

• Understand the nature of the risks the team faces.

• Become aware of the extent of those risks.

• Identify the level of risk that the team is willing to accept.

• Recognise its ability to control and reduce risk.

• Report the risk status at any point in time.

• Have in place risk event "early warning" factors and upward reporting thresholds.

The risk register will help the team record the following risk management information:

• The type of risk.

• Description of the risk

• Likelihood of the risk occurring and its potential impact to the project.

• Risk mitigation/reduction actions taken in case the risk does occur.

• Who’s responsible for the risk

b)

ID	Type	Description	Likelihood	Severity	Mitigation	Owner
R1	Project	Project member leaves	L	H	Another member of the team will be assigned as a backup who will cover that part of the project if a group member is lost	Brandon
R2	Project	Project member unavailable	M	M	Another member of the team will be assigned as a backup who will temporarily cover that group members part of the project if they are unavailable for a long period of time but if it is a short period of time then if possible the rest of the team will work around that section until the assigned member is able to complete their task	Toms
R3	Product	Product requirements changes	H	M	The team members that were assigned to the sections that this product requirement change effects acts accordingly in order to meet the new requirements	Mandy
R4	Product	Delay in questions about requirements response	M	L	Work around that section until the question is answered by the customer	Zain
R5	Technology	Libraries may become unavailable	L	H	Switch to a different more reliable library or one that is supported by a more active open source community	Corin
R6	Technology	The library used is slow or doesn't work on customer hardware	L	M	Have access to details about what the customer would like to be able to run the project on and what type of hardware they use	Damian
R7	Technology	The library has a security update that is needed to be done manually	M	H	Find a way to get the customer to install the update by using a step by step process to keep it simple	Toms
R8	Technology	The libraries are too confusing for the customer to use easily	L	M	Find a way around the customer having to use the libraries and for them to not have to get involved with it	Zain

R9	Project	Project members interpret requirements differently	L	H	Have a group meeting and discuss with the customer exactly what they want from the requirements.	Damian
R10	Project	Clash in opinion on ways to implement certain aspects	M	H	Have a meeting with the project members and come to an agreement on a certain way to implement it and find the most efficient way.	Brandon
R11	Product	Product may not end up to turn out exactly as the customer wanted	L	H	Regroup with the team and the customer and then try to find a solution to the problem and then find some way to change it to meet the new requirement	Mandy
R12	Product	A better solution to the requirements arises	H	M	Speak with the customer and suggest the new idea as a solution to make the game better and more exciting.	Corin

How did we manage the risks?

- We created a very detailed risk register in order to see the risks that we may encounter. This way risks can be identified in every stage of the project. We got the entire team involved in order to identify and prioritise all the potential risks that we feel we may encounter and assigned them to different team members. We then updated the risk register whenever any changes we felt should be made in order to keep it up to date with our project.

How did we identify risk?

- One way we did this is that we brainstormed with the team to gather the information we needed to both identify and resolve the risks. We thought of as many risks as we thought relevant and noted them down to put in our register. We made sure that the risks we had were rooted in the cause of the problem. So drilling down to the root cause to see if the risk is one that will have the kind of impact on your project that needs identifying. When trying to minimise risk it was useful for us to trust our intuition as this helped point us to unlikely scenarios that we assumed just couldn't happen.

How did we analyse risk?

- Analyzing the risk can be difficult as you can only have so much information. So in order to analyse the risk we used the information that we had and brainstormed the best we could with that information in order to find as many risks as we found suitable.

How did we track risk?

- In order to track the risk we saw that whoever owned the risk would be responsible for tracking if it occurs and and it’s progress of resolution should it occur. They also would make others aware of this in order to keep everyone up to date. We did this by setting up a series of meetings in order to manage the risk and made sure that we were transparent with each other in order to give everyone the full clarity of all issues that were occuring