# Risk Management:

|  |  |  |
| --- | --- | --- |
| Risk Identification | Risk Severity | Risk Response |
| 1. People using falsified information | **3 Moderate** | **Reducing the risk.** |
| * People creating fake names to register to a specific bank and on a credit card and commit fraud. |  | * Reduce the risk by creating a well-established security system that will make use of a neural network to test three Boolean values to determine if users are who they say they are. |
| 1. Low funding. | **2 Minor** | **Avoiding the risk.** |
| * Funding is needed to design and implement the project and to pay for labour. |  | * Have other campaigns to raise money for the project or go ask possible sponsors. * Use a public repository on GitHub then everyone will have access to the information. |
| 1. Security. | **3 Moderate** | **Reducing the risk.** |
| * Someone hacking the program or stealing and selling algorithms and information to third parties. |  | * Ask for campus personnel to provide the relevant experience to increase the security on the project. |
| 1. Legal Issues. | **2 Minor** | **Avoiding the risk/Accepting the risk.** |
| * A new law can prevent us to create the project or algorithm can be stolen. |  | * Apply for copy-write protection on the algorithm. * Nothing can be done to change the law |
| 1. Damage. | **2 Minor** | **Reducing the risk.** |
| * Internal, External or Natural occurrences that threatens liability/loss |  | * Backups of software * Backup Funding * Keep copy of software off site. |
| 1. Unskilled Labour. | **2 Minor** | **Avoiding the risk.** |
| * Junior Programmers might not know what they are doing. |  | * Have a training program before the development process begins. * Divide the work into segments so people can have a section in which they excel at. |

# Sub-Contract Management:

This product will not be subcontracted as it was assigned to us by Belgium campus and we will be given marks individually. Sub-contracting this assignment would involve cheating and increase the budget dramatically.

We have 6 members in our team, so we can simulate a sub contract between the 6 of us. This will include:

|  |  |
| --- | --- |
| Role: | Responsible: |
| Overall | Arno Snyman |
| Front End | Komani Zimkhita; Ngobeni Akani |
| Back End | All team members |
| Database | Michael Combrinck |
| Neural Network | Michiel van Der Merwe; Johannes Frederik Krige |
| Project Management | Michiel van Der Merwe |

# Communication and Reporting:

| **Communication Type** | **Method** | **Frequency** | **Information** | **Participants** |
| --- | --- | --- | --- | --- |
| **Internal Communication:** | | | | |
| Project Meetings | Physical Meeting | Weekly and on event | * Project Status * Project Changes * Project Risks | All members must be present during this meeting |
| Sharing of project data | Shared Project Server (Discord and GitHub) | Daily | * Project Documentation * Reports * Joint Application Development | Project Manager  Project Team |
| Milestone Meetings | Physical Meeting | Before a milestone is met and before design process begins. | * Depends on progress of project. * Meeting is held before a milestone is met to ensure it is effective. | Project Manager Project Team |
| Final Project Meeting | Discord Calling Function, WhatsApp Group | When final milestone is complete | * Finish Documentation * Discuss Marks and Say thank you | Project Manager Project Team |
| **External Communication and Reporting:** | | | | |
| Project Reports | Excel sheets  Word and sent through Discord and GitHub | Monthly | * Progress * Forecasts * Risks * Budget * Over allocated Resources | Project Manager |
| Testing Meeting | GitHub and Physical Meeting | During each phase of the project | * Present the part of the project that was done and ask the project manager what needs to be changed or improved * Create report of problems * Send report to Project Team | Project Manager  Client |

# Delivery Plan:

| **ID** | **Deliverable Name/Description** | **Planned Date** | **Receiver** |
| --- | --- | --- | --- |
| D1 | Funding – Must be completed and collected before the project starts to accommodate for the whole budget. |  | Project Manager |
| D2 | Project Proposal – Requirements must be gathered. Team must be chosen and project scope and objectives to be distributed to the required individuals. The proposal has been described in the system request and in this document. | 2018-04-04 | Project Manager |
| D3 | Design Plan – Life Cycle chosen and team to be scheduled to do their jobs while not overlapping. The design plan chosen was the agile method as suggested by one of the team members (Arno) who has experience in real life working situations. | 2018-04-04 | Project Team |
| D4 | Developing Product - Product should be designed, validated and made fool proof. | 2018-04-04 to 2018-12-01 | Software Engineers Team, Business Intelligence Team |
| D5 | Testing – Testing should be done project manager and client then they should have sent a report containing the flaws in the system. | Weekly | Software Engineers, Business Intelligence, Project Manager |
| D6 | Corrections – The reports should be used to correct the flaws and the system should be upgraded. A change and correction management system will be described in the following sections of this document. | Weekly | Software Engineers Team, Business Intelligence Team |
| D7 | Client Request – The client of the product should have insight into what is happening in the project and should also contribute any changes he wants to see in the project. |  | Project Manager |
| D8 | Presentation – The product will be presented at the end of the fourth semester and marks will be given by lecturers and remarks will be made by students. |  | Project Manager/Client |

# Quality Assurance: (To be discussed)

Our project will follow the ISO9000 Quality Assurance Plan. This plan is created to meet the requirements of stakeholders, clients and still meet the functional requirements of the system. It will follow the ISO9000 Standards which include:

* Customer Focus:
* The needs and requirements of the client is the highest priority.
* Measure customer satisfaction by giving surveys or using observation.
* Manage customer relationships by providing continues feedback.
* Leadership:
* Establish vision, mission and goals.
* Establish trust between team and client.
* Employ and empower workforce by providing rewards or having social events to celebrate the end of a milestone or a successful testing event.
* Recognize workforce contributions, give credit to them when doing evaluation that is required by Belgium Campus.
* People Engagement:
* Make people accountable and involved.
* Enable learning and knowledge sharing.
* Process Approach:
* Measure and identify links of activities.
* Identify activity risks.
* Identify relevant counter measures.
* Improvement:
* Uplift people to make improvements.
* Measure improvement consistently.
* Celebrate improvements.
* Evidence-based decision making:
* Ensure the accessibility of accurate and reliable data.
* Analyse data correctly.
* Relationship management:
* Establish relationships considering both the short and long term.
* Share expertise, resources, information, and plans with team and client.

# Configuration Management:

## 

## Configuration Management Plan:

The configuration management plan will contain policies and procedures every time a change needs to be implemented. This will ensure the effectiveness of the schedule. So that the project gets completed at time or that the change in the project will not cause a huge delay and cause us to lose client satisfaction. We will be using the agile development method.

### Policies for Controlling Changes:

* Require written requests for all changes.
* Review and limit those approved.
* Evaluate change request to ensure they don’t change the original design.
* Schedule Changes.

### Requirements to Schedule Changes:

* The planned and actual dates the system level requirements document was released.
* The planned and actual dates the functional baseline was established.
* The planned and actual dates the Acceptance Test Plan was released.
* The planned and actual dates the Acceptance Test Plan was approved.
* The date of the change request.
* The title of the change request.
* The status of the change request.
* The approval date of the change request.
* The planned and actual dates of change implementation

