

Risk Management Matrix													
Project		Jama Software Capstone							Project #				
Project manager		Ricky Valencia							Sponsor		Jama Software: Mike Chally, John Schroeder		
Prepared by		Marc Week, Iman Bilal							Last Updated		5/25/2016 23:45:41		
ID	Risk Description	Probability [1]	Severity [2]	Risk	Category [3]	Trigger Event/Indicator	Risk Response and Description [4]	Contingency Plan	Owner	Status [5]	Date Entered	Date to Review	
1	Sponsor disappears	2	4	8	Medium	Point of contact within sponsor's organization is unresponsive to team's communication attempts.	Contact sponsor to gather new contact information.	Identify initial point of contact with sponsors. Maintain consistent communication with point of contact.	Ricky Valencia		5/11/2016	5/16/2016	
2	Loss of key team member	1	3	3	Low	Member leaves for any reason due to e.g dropping the course or medical/personal issues	Split leaving member's workload amongst remaining team members.	Assign multiple team members to work on tasks as a backup plan.	Chance Snow		5/12/2016	5/16/2016	
3	Key changes in sponsor's requirements	2	2	3	Low	Team receives feedback from sponsor telling of different/additional requirements than was initially described	Re-evaluate design plan, modify specifications, and alert Bart Massey of changes.	Consistent communication with sponsor's point of contact to ensure their requirements are being satisfied.	Requirements team (Chance S. & Mike H.		5/13/2016	5/16/2016	
4	Loss of work due to technology error	1	4	4	Low	Unable to retrieve work from Git and/or other stored locations	Revert to back ups, re build	Back up all work in multiple forms, SSD, cloud, computers	Iman Bilal		5/14/2016	5/16/2016	
5	Team lead leaves	1	4	4	Low	Team member drops the course or is unable to communicate with team members for extended length of time	Transition to back up team leader, and move all accounts and documentation to back up leader's accounts.	Assign backup team leader who is up to date on the administrative aspects of the project	Chane Snow		5/15/2016	5/16/2016	
6	Personal conflict within team	3	1	3	Low	Contact team lead with issues	Ricky will communicate the issues at hand to Bart Massey in the event they remain unresolved.	Establish good communications and hierarchy amongst team members.	Ricky Valencia		5/16/2016	5/16/2016	
7	Failure to implement development technology	1	4	4	Low	Development team reports issues meeting requirements and/or design plan	Assign additional team members to the development team to ensure task is completed on time.	Chance Snow will ensure developers have a good understanding of technology, and help resolve any roadblocks the development team may face.	Chance Snow		5/16/2016	5/16/2016	

[1] Probability:

4: Highly likely/probable (76%-100%)

3: Likely (51%-75%)

2: Somewhat likely (26%-50%)

1: Unlikely/improbable (0%-25%)

[2] Impact:

4: Critical: Threatens the viability of the business or represents failure of the project

3: Severe: Threatens the achievement of business vision or severely reduces project benefits

2: Moderate: May delay achievement of the vision or reduce project benefits

1: Minimal/minor: No impact on business vision but may increase project costs and timescales

[3] This is a field you can use to identify risks by categories such as technological, personnel, etc.

[4] Options are:

Avoidance

Transference

Mitigation

Acceptance

Include a description of what actions are taken to implement the response.

[5] Options are:

Open

Closed