

Risk Assessment

Risk Manager	Ryan Pickering	Team Name	Team Knuth
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Event	Likelihood (1 – 10)	Impact (1 - 10)	Risk Value	Avoidance Strategy	Mitigation	Risk Owners
Failure to appoint a fully qualified and supported project manager	2	9	18	Ensure that a project manager is appointed as one of the first tasks as a group. It is also important to ensure that all team members agree on who will be the project manager to ensure that the project manager is able to meet all the requirements.	Revisit the project manager selection to see if anything can be changed by the group.	All team members
Non-Submission of the Assignment	2	10	20	Ensure that all team members are responsible for the submission of the assignment. This means that one person will not be relied on for submission. It is also important to ensure that submission is not left until the last day to help plan for contingency.	Submit the assignment as soon as possible to help reduce penalties that will be applied to the group.	All team members

Not Attending the module lectures	4	7	28	All team members should attend all lectures and regularly check their timetable for lecture timetable changes.	If they cannot attend, members should ensure that they catch up on material by asking other team members and by accessing the material online.	All team members
Lack of professional standards	3	7	21	Standards should be clearly set at the beginning of the assignment by the project manager. These standards should also be viewed and accessible for all team members to work from.	If professional standards have not been set, the team should set them as soon as possible and revisit previous work to check if it meets the set standards.	Ryan Pickering
Running over schedule	4	9	36	The project manager should regularly ensure that all team members are on schedule.	If work is behind schedule, work could be delegated to other team members and the schedule should be adjusted to ensure that it remains up to date.	Project manager
Poor production quality	3	9	27	Developers should ensure that they stick the designs when completing development. They should also ensure they work to their schedule and inform the project manager if their overrun their allocated time slot.	Use the time leftover for contingency to revisit work which has deemed as being low quality by the group.	Developers

Unexpected growth in requirements	5	4	20	The project manager should plan for contingency with the scheduling of the work. They should ensure that there is extra time allocated so that if there was a change in requirements, it could be allocated without missing the deadline.	The team should revisit the requirements for the project and try to incorporate the new requirements into the product.	Project Manager Ryan Pickering
Lack of collaboration	6	7	42	All team members are responsible for ensuring that they work together and ensure that everything they create works to the groups standards and that it can be integrated with the other features of the software.	An emergency team meeting should be called if there is deemed to be a lack of collaboration. This should help improve communication and ensure that everyone is on the right track.	All team members
Not following quality manual	4	9	36	Team meetings should be regularly held to ensure that all team members are sticking to the quality manual agreed on by the group. If they are not sticking to the quality manual, the team member should be informed that they are breaching the	If the team member has not been following the quality manual, their current work should be evaluated to evaluate the quality and if it is suitable to be applied to the product. If the work is of low quality, it should be re done or amended to follow the quality manual.	All team members

				code of conduct for the assignment.		
Loss or corruption of data	2	10	20	We will ensure that we have multiple backups of the product. Rather than relying on one hosting platform such as GitHub, we will also store versions of the product on google drive and on local devices to ensure that if something happens to the data then it does not have a detrimental impact on the project.	If data is corrupted or lost, then team members should access backups of the data. If backups are unavailable, then an emergency team meeting will be called to assess what has been lost and to see what needs to be re-done.	All team members
Inability to attend team meetings	5	4	20	If a member is unable to attend a team meeting, they should inform the project manager at least 24 hours in advance to ensure that the meeting can be catered around their absence. An alternative management strategy would be to reschedule the meeting for a time when everyone is available.	A continuous inability to attend team meetings will result in a formal discussion with the person in question and the project leader. If this continues to happen, then it will be discussed with the module team.	All team members
Lack of thorough testing	4	8	32	Due to the testing for the product being relied on by one person, the tester		Matthew Randle

				should have enough time to be able to ensure that they can fully complete testing activities to ensure that the product meets all the requirements of the specification without having any bugs.		
Illness to a team member	3	5	15		If a team member is ill for a n extended period of the assignment, then the group should try to share out their work between other members or allow the team member to work from home until they are better.	All team members
Incomplete or conflicting specification	2	7	14	It is important that all the group agree on the specification for the project to ensure that there are no conflicting statements. If there are some conflicting statements, then the team should consult with the client to resolve any issues.		All team members
Poor productivity	4	9	36	The project manager should regularly insure that team members are maintaining productivity	If team members are producing poor productivity, then the project manager will contact them to encourage	All team members

				and meeting the schedules set by the team.	them to improve. If this continues to happen, then an emergency team meeting will be called to discuss options and to see if it is possible to share out the workload.	
Loss of database access	6	9	54	Due to the unknown nature of the database being used, it is important that after every major change that the SQL tables are backed up so that major data loss is avoided. It is also important that the team decided on alternative database hosting services to use as a backup incase an incident occurs.	If the database cannot be accessed, the team will access the database backups and will use the alternative database hosting service which has been decided upon by the group. If there is no database backup, then new tables will have to be created.	All team members
Conflicts in the team	5	6	30	Conflicts in the team should be avoided at all costs. The project manager is responsible for ensuring that all of the team members are working well together and any issues that arise are resolved with the team's best interests in mind.	If there are continuous conflicts in the team, an emergency team meeting will be called between the effected team members to discuss how the conflicts can be resolved.	Project manager
Breach of Code of Conduct	4	10	40	Team members should all be encouraged to sign the	Should a team member be found to be in breach of the	All team members

				code of conduct so that they all agree on what it states. They should all have access to the code of conduct so that they are able to use it as a source of how to conduct their work.	code of conduct, then they will be contacted by the project manager to inform them. Should they continue to be in breach, then it may be taken up with by the module leader.	
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Signed

Ryan Pickering



Matthew Randle



Matthew Pritchard



Ethan Roe

