

How we managed risk

For the project to be a success we will need to overcome problems and issues as they arose. To give us the best possible chance of doing this successfully we will predict issues and have a plan for when they arise. This reduces the risk of the project being unsuccessful.

We started collecting and evaluating risks from the first project meeting, this was important as it has allowed us to take risks into consideration as we've planned our methods and approach to team organisation. We will collect risks in a risk register, the format of which was optimised to be as actionable as possible. For each risk we have a series of fields explained in the below table.

Risk Register Field	Description
ID	The ID of the risk, allows us to reference risks throughout the project.
Type	The type of the risk, either "Project", "Product" or "Technology". This allows us to consider the appropriate risks at any given stage in the project. For example if we are determining how the team should be organised we may focus on risk with the type "Project".
Description	Explains the risk so everyone can understand it.
Likelihood	How likely the risk is to occur, risks with higher likelihood should be considered more highly in decision making. Low ("L"), medium ("M") or high ("H").
Severity	How severe a risk would be if it occurred. Low ("L"), medium ("M") or high ("H"). For example a risk that would lead to the failure of the project would be high.
Mitigation	What steps need to be taken to mitigate the risk.
Owner	A team member who takes ownership of the risk, they ensure any mitigations are implemented and the risk is considered going forward.

Having our risks written out is really important. It means that when a decision is made it can be well informed and inline with the known risks. For example we took the risks into account when devising our methods and team organisation.

We treated the risk register as a living document, as we worked on the project we identified new risks. As new risks were added to the register, we reevaluated our working practices inline with the mitigations.