

Key:

Risk Encountered

New Risk

Updated Risk

ID	Risk	Date raised	Estimated Likelihood	Estimated Severity	Estimated Impact	Monitoring Strategy	Mitigation Plan	Contingency Plan	Risk Owner
R1	Not enough time to complete designated tasks in a sprint		High	Medium	Medium	Utilise the project management software to track the completion of sprint backlog items in reference to the sprint deadline.	Complete a sprint planning session with all members prioritising essential tasks ensuring crucial items are completed first. Include possible buffer time at the end of each sprint to manage unexpected delays.	Reevaluate and prioritise the most critical tasks in collaboration with the PO. This may involve extending the sprint if necessary or breaking down tasks into smaller, more manageable pieces.	Scrum master
R2	Team members are inexperienced with chosen programming language		High	Medium	Medium	Conduct regular code reviews of code, improving code quality while allowing the opportunity for more inexperienced members of the development team to learn.	Dedicate a portion of the sprint to learning the programming language and reviewing/ work from other experienced members.	Organise training sessions or workshops to quickly bring everyone up to speed also, pairing less experienced developers with those who are more knowledgeable will provide mentoring opportunities and improve overall competency	Scrum master
R3	Programming errors are merged into the main branch of the repository		High	Very Low	Very Low	Conduct regular pull request reviews before any branch or changes can be merged into the main branch. Ideally, another member must approve on git before merging.	Test and review code before and after merging into the main branch to catch any potential errors early ensuring a working solution at the end.	Implement strict code review and pull request procedures. Automated testing and continuous integration tools will be employed to catch issues early in the development process.	Scrum master
R4	Project schedule is not definitive enough		High	Medium	High	Adhere to weekly meetings, where project timeline will be reviewed to identify any indefinite or unclear deadlines.	Conduct a detailed planning session during each sprint, making use of project management tools to manage schedules.	Conduct regular check-ins and reviews to adjust the timeline as needed. Tasks will be broken down into more detailed milestones with clearer deadlines to	Scrum Master

								ensure progress is measurable. The team will work closely with stakeholders to clarify expectations and solidify deadlines.	
R5	Project documents are lost or destroyed	8/10/2024	Very Low	Very High	Low	Continuously monitor the shared Google drive to ensure documents are still there.	Continual backups made to version control tools like git can ensure only some sections of a document are lost compared to the whole document.	Regular backups will be made to a secure cloud storage service, ensuring that the latest versions of all documents are preserved (use git or github to ensure this).	Scrum Master
R6	Technical skill difficulty in translating the design into a functional product.	6/10/2024	High	High	High	Team members will raise any technical difficulties in implementing design requirements to the team through weekly meetings, as well as setting the status of a task to "blocked" on the scrum board.	Manage client expectation and understand the limits of team members.	The design will be broken down into smaller, more achievable components, allowing the team to tackle the development in more manageable steps. Additional time will also be allocated for prototyping and iterative development to refine the design and ensure it can be implemented effectively.	Product Owner
R7	Multiple people unintentionally working on the same sprint task		Medium	Low	Low	During weekly meetings, team members will offer a brief overview of any progress made and future plans, allowing the team to identify any overlaps.	Attend weekly meetings, which will reduce chances of multiple people accidentally working on the same task.	Tasks and responsibilities will be clearly assigned at the start of each sprint, with regular updates provided to the team. Jira will be used to allow team members to claim tasks and update their status, ensuring visibility for all. If overlaps do occur, tasks will be reassigned as necessary to ensure efficient progress.	Scrum Master
R8	Team members unable to deliver individually allocated tasks within the agreed timeframe.		Medium	Medium	Medium	During team meetings, members should raise any issues with meeting agreed deadlines. Members will also continuously monitor	Ensuring adequate buffer time at the end of each sprint can allow other team members to assist in completing the	Redistribute the workload among other team members who have the capacity to assist. The team will also evaluate the	Scrum master

						the sprint board for any members that are struggling to complete items or making slow progress.	task within the given timeframe.	remaining tasks and adjust priorities or deadlines if necessary. Regular check-ins will be conducted to monitor progress and provide timely support to ensure tasks are completed on schedule.	
R9	Team unable to compromise on a final design feature		Low	High	Low	Team members are required to raise any major design decisions to the team during meetings before beginning implementation.	To reduce the impact of this risk, important decisions should be discussed as a group and with the product owner, gathering feedback can help determine which design feature resonates better with the intended target user.	Arrange a meeting with the PO to help guide the team towards a consensus. The team will explore alternative solutions, weighing the pros and cons of each option, and consider the impact on the overall project goals.	Product Owner
R10	Project requirements are unclear/ lacking, resulting in a solution that does not address the clients problems.		Low	Medium	Low	Weekly meetings will also serve as requirement reviews. Team members will outline what requirements are being met and how when providing a briefing on progress made.	Adopting an iterative requirement gathering approach from the agile model ensures that requirements can be refined and elaborated on throughout the duration of the project.	Engage consultations with the client and stakeholders to clarify expectations and gather more detailed requirements. A thorough review of the project scope and objectives will be conducted to ensure all critical elements are captured. Continuous feedback loops will be established with the client to validate that the solution aligns with their needs as the project progresses.	Product Owner
R11	Incompatible installed packages or libraries between team members' systems		Low	Low	Low	Regularly document any packages or external resources used in the project in the shared drive.	To avoid confusion from the beginning, discussions regarding development will occur as a team. Outlining any packages, and external resources to be used.	Standardise the development environment by documenting and sharing a list of required packages and their specific versions. Regular updates and checks will be conducted to ensure compatibility.	Scrum master

R12	Power outage causing loss of data		Very Low	Medium	Low	Development team should monitor backup or save status of all project artefacts in the storage system, including google drive, Gitlab and Jira	Making use of version control tools such as git to reduce the impact of lost data.	Implement automatic save and backup systems across all workstations, ensuring that recent work is preserved even in the case of an unexpected outage. The team will also establish a protocol for regularly committing changes to the version control system, minimising the amount of work lost during an outage.	Risk manager
R13	Group members sustain physical injuries		Medium	Medium	Medium	Any physical injuries that would impede the progress of the project should be raised to the team through the primary communication channel as soon as possible.	Have a flexible schedule to ensure other members can cover for whoever sustained injury.	Tasks will be reassigned or redistributed to other team members to ensure that project timelines are not significantly affected. The team will remain flexible and compassionate, adjusting workloads and deadlines as necessary while the affected member recovers. Communication will be maintained to keep the injured member informed and engaged in the project as much as possible.	Risk manager
R14	Stolen/lost hardware		Low	High	Low	Any stolen or lost devices that would impede the progress of the project should be raised to the team through the primary communication channel as soon as possible.	Have security measures in place which protects devices. Consider attaching a tracking device to hardware such as air tags which can be used to locate lost devices.	Team members will ensure that all critical data is backed up to a secure cloud storage solution, minimising the impact of hardware loss.	Risk manager
R15	Unresponsive team members or not showing up to meetings without prior notice		Very Low	High	Low	Attendance for team meetings will be continuously monitored and documented. Any absences without prior notice will be raised to the absentee immediately.	Set clear expectations ensuring all members understand the importance of attending team meetings.	The scrum Master will reach out directly to understand the situation and offer support if needed. The team will reassess task allocations and responsibilities to ensure	Scrum Master

								that project progress is not hindered by the absence of the unresponsive member. Regular attendance and communication expectations will be reiterated to all team members to prevent similar issues in the future.	
R16	Group members timetables not lining up	14/10/2024	High	Medium	High	When2meets will be utilised whenever meetings need to be scheduled, aside from weekly meetings. This allows the team to identify any scheduling issues.	Consider alternative meetup methods such as over zoom or consider recording meetings for members who cannot attend in real time.	Establish a shared calendar to identify overlapping availability and schedule meetings or collaborative sessions during those windows. Asynchronous communication tools (Discord) will be utilised to ensure that all members can contribute and stay informed even when they are not available simultaneously. Tasks that require collaboration will be planned in advance, and clear deadlines will be set to accommodate varying schedules.	Scrum master
R17	Arguments between group members leading to fall out		Very Low	Medium	Low	All team meetings will also serve as personal check-ins. Members can address any disagreements or concerns.	Establish clear guidelines for respectful and honest communication to resolve any issues.	Facilitate a calm and open discussion to address the issues at hand. An impartial team member will guide the conversation, ensuring that all parties have a chance to voice their concerns. The team will focus on finding a mutually agreeable resolution, emphasising the importance of maintaining professionalism and collaboration.	Risk manager
R18	Group members ignore and neglect their duties		Low	Medium	Low	Attendance will be taken for team meetings. Furthermore, all members	Making use of project management tools such as Jira to provide	The Scrum Master will have a private conversation with the individual(s) involved to	Scrum master

						are required to share any progress made, potentially identifying any signs of neglectful behaviour.	reminders for upcoming tasks.	understand the reasons behind the neglect and offer support or solutions. Clear expectations and deadlines will be reinforced, and the team will consider reassigning tasks or providing additional resources to help the member get back on track. Regular progress checks will be instituted to ensure that all members are fulfilling their responsibilities.	
R19	Product Owner being unable to express what they actually want due to a lack of technical skill/knowledge		Medium	High	High	Negotiation with the product owner is performed as a team, so that any difficulties in communication have a higher likelihood of being noticed.	Conduct brainstorming sessions and offer possible solutions for the product owner to review and gain some insights on the technical aspect of the solution.	The team will ask clarifying questions, providing examples or prototypes, and breaking down technical concepts into more understandable terms. Regular meetings will be held to ensure alignment, and the team may involve a technical liaison who can translate the Product Owner's vision into actionable technical requirements.	Product owner
R20	Team members too controlling and dictatorial		Low	Medium	Low	Periodically review decision dynamics within the team to identify any over or under assertive teammates, and whose ideas get pushed more often.	Consider having an intervention/ open discussion about the issue.	The Scrum Master will speak privately with the individual to discuss the impact of their behaviour on the team's dynamics and performance. The importance of collaboration and shared decision-making will be emphasised, and the team may establish more formal guidelines for communication and task delegation to ensure a balanced and inclusive	Scrum master

								environment.	
R21	Sickness within the team		Medium	Medium	Low	Any sickness contracted by team members or their close contacts resulting in quarantine restrictions should be raised to the team through the primary communication channel as soon as possible.	Have a flexible schedule to ensure other members can cover for whoever is sick.	The affected members will be encouraged to prioritise their health and take the necessary time off. The team will redistribute the sick member's tasks among the remaining members to ensure that project deadlines are not compromised. If the sickness is expected to be prolonged, the team may seek temporary external assistance or adjust the project timeline to accommodate the absence. Regular updates will be provided to the affected members to keep them informed and engaged with the project during their recovery.	Risk Manager
R22	Team members steal each others credit within project		Low	Medium	Medium	Team members should all be continuously monitoring the project management tool to ensure that any tasks are properly assigned to them.	Use of project management tools to track team members' contribution log this method prevents credit theft.	A private discussion will be held with the individuals involved to clarify contributions and ensure proper acknowledgment is given. The team will establish clear guidelines for credit and recognition, emphasising the importance of honesty and fairness. Acknowledging contributions publicly in team meetings or project documentation will help prevent similar issues in the future.	Risk manager
R23	Team members experience hardware malfunctions		Very low	High	Low	Team members should regularly check their hardware for any potential issues. Any confirmed	Consistently using version control tools such as git can reduce the amount of work lost	Ensure that backup systems and devices are available to minimise downtime. Critical data and	Risk manager

						malfunctions should be raised to the team through the primary communication channel as soon as possible.	in the event of hardware malfunctions. In the event of a short term hardware malfunction for instance 1 week whilst a member's computer is being fixed, Monash has temporary computers that can be rented for a short duration.	work will be regularly backed up to cloud storage to prevent data loss. The team will also maintain a list of recommended hardware and software setups to reduce the likelihood of compatibility issues.	
R24	Team members unable to work due to personal family/social issues		Low	High	Low	Any family or social issues should be raised to the team through the primary communication channel when members are comfortable, but ideally as soon as possible. The team will also regularly check in on other members during meetings as an opportunity to raise such issues.	Have a flexible schedule to ensure other members can cover for whoever is unable to work due to personal issues. Planning in buffer time can ensure the other team members have enough time to pick up the slack and complete any outstanding tasks.	Approach the situation with empathy and flexibility. The members will be encouraged to communicate their needs, and the team will adjust deadlines or reassign tasks to accommodate their circumstances. The team may also offer the member the option to work asynchronously or take a temporary leave if necessary.	Risk manager
R25	Mental health issues amongst team members		High	Medium	Medium	Any mental health issues should be raised to the team through the primary communication channel when members are comfortable, but ideally as soon as possible. The team will also regularly check in on other members' mental wellbeing during meetings.	Encouraging team members to seek support from Monash wellbeing support can accommodate members experiencing mental health issues. Planning in buffer time can ensure the other team members have enough time to pick up the slack and complete any outstanding tasks.	The team will encourage open communication about mental health and may provide resources or referrals to professional support if needed. Adjustments to workload, deadlines, and expectations will be made to reduce stress and accommodate the individual's needs. The team will also promote a culture of self-care and mutual support, ensuring that members feel comfortable seeking help when needed.	Risk manager
R26	Members are busy with assignments and cannot	8/10/24	High	Medium	Medium	When members are struggling or busy with	Have a flexible schedule to ensure other	The team will re-allocate any tasks that the member	Risk Manager

	put in as much time into the project					other assignments, they should raise this issue to the team in person or through the primary communication channel as soon as possible. This	members can cover for whoever is struggling with their other workloads.	feels they do not have enough time to complete.	
R27	Trouble with VScode livesharing resulting in either lost or erroneous code	8/10/24	High	Medium	Medium	Team members completing a liveshare together should periodically (every 30 minutes) check with each other to ensure that each person's changes are appearing on the other's screen.	Before closing or shutting down, team members should ensure their updates have fully processed. If not, they should copy and paste their code into a blank document until the problem can be resolved.	Should potential data be lost, the mitigation plan should minimise almost all damage. If not, team members may have to come together again in order to recode the lost code.	Risk Manager
R28	Team members not kept in the loop after missing meetings resulting in either an issue with task allocation or an overlap of work	13/10/2024	Low	Medium	Medium	When members are unable to attend meetings in person letting the team know beforehand can allow alternative methods to be set up so they are not missing much.	Adopt different for meetings to run, having an online option for those who cannot attend in person. Have notes/ meeting minutes to notify whoever missed the meeting what was discussed.	Should a member be out of the loop after missing a meeting, documentation should be in place to inform whomever the latest updates. A text or some form of communication should also be sent out to whoever to keep them in the loop after the meeting.	Risk Manager