Risks, Assumptions, Constraints and Issues Log

RISKS:

Conduct a risk management session and document your results here. The client should also participate, in a separate meeting or with the whole team. In mature project management offices, a Risk Management Plan is clearly defined. We will not formalize the process beyond the steps identified here.

STEPS
1. Identify and throughly describe the risk [columns C-D]
2. Qualify the risk. Assign its impact and probability. Severity is a calculated field. [columns E-H]
3. Define a response strategy. [columns I-L]

RESOURCES

Several resources are provided on the dashboard. A library or internet search will yield plenty of resources as well.

ABOUT THE SHEET

Several columns have data validation in place. Manage this as you like.
The Impact, Probability and Severity columns also have conditional formatting

CONSTRAINTS - ASSUMPTIONS

Document constraints and assumptions in order to set expectations with the client, faculty advisor, and team members. The simplist way to document assumptions is through a brainstorming session. Be sure to use keywords to trigger thoughts and ideas. Constaints are something that must be adhered to while assumptions are an agreement or understanding about the state of project characteristics.

Here are some examples:
- Technology. The technical context of the project such as platforms and environments that will be used.
- Facilities
- Resources
- Architecture & Design
- Business or client assumptions
- Financial
- Methodology & Standards

NOTE - the exercise of defining constraints and assumptions often reveals additional project risk, project management requirements or product scope

ISSUES:

Log issues and necessary actions as they come up during the project. An issue is an unforeseen event that is affection the progress of the project and requires some attention. In mature project management offices, an Issue Management Plan may be documented but we will not formalize the process here.

Bear in mind, issues may be risk triggers and already have a defined response. Issues, if severe enough, may impact the schedule, scope and budget thereby requiring a change request, assessment and approval.

RISK LOG

ID	Current Status	Risk Description	Project Impact	IMPACT	PROBABILITY	SEVERITY	Risk Area	Triggers	Risk Response Strategy	Response Strategy	Contingency Plan
Ex.	OPEN	Team member doesn't complete assignments.	missed milestones, poor quality deliverable, lower team grade	MED	MED	YELLOW	Schedule	non-attendance, non-communication, missed deliverables	CONTINGENCY	select my team wisely, agree on risk response in the Team Charter	proceed without the resource inform the instructor
A1	OPEN	IT server or library does not give permission to access cmx system, which the system we are going to rely on to get the position of user.	need to find the new way to locate device, or change to the solution of M3 mapper (not responsible and precise right now)	HIGH	MED	RED	Data/Information	not secure use of cmx system	TRANSFER	Change the system of locating device	Assume we have such position data, and work on navigation portion
A2	OPEN	Mobile device may not handle the computing of navigation and searching item based on local data (all computation is planning to be finished loclally).	Not valubale mobile app	HIGH	MED	RED	Product Quality	Low optimization skill on mobile device (IOS, Android)	AVOIDANCE	Avoid heavy task of computing on smart phones	Move the most resources-required task from personal device to a server, such as find the shortest path of navigating.

Assumption: A belief you hold as true now or in the future.

Constraints: Any restriction that defines a project's limitations. The scope, for example, is the limit of what the project is expected to accomplish but is documented thoroughly in another project artifact.

NBR	Type	Category	Description
Ex	*A*	*Technology*	*programming language will be C#*
Ex	*A*	*Technology*	
1	C	Data/Information	Book information need be collected by ourself.
2	A	Technology	Programming language will be C#
3	A	Technology	Will use Python to collect data from library wesite
4	A	Cost	Will use more time since the group need to check each bookshelf for collecting information
5	A	Dependencies	Depends on M3 Mapper technology
6	A	Product Quality	The product will run on phone well and adapt to diferent type of platform.
7	A	Project Quality	For this semester, the project will have a basic frame.
8	C	Schedule	developing time is limited
9	C	Privacy	Due to privacy reasons, it is difficult to get complete user data (such as MAC address).
10	C	Cost	To develop on different platform, the group members need cost time to learn related knowledge
11	C	Technology	Since the data collector need use WIFI-wireless, the users who not connected to the wifi will not able to use. And only campus factily and students can use it.

ISSUE LOG							
NBR	Category	Description	Raised By	Priority	Assigned to	Resolution	Comments
DA1	Data/Information	Cannot find the data of book	A1	HIGH	TM1	TM1 will use Python to collect the data.	
DA2	Data/Information	Cannot find information of bookshelves	A2	HIGH	TM2	TM2 will check the information of each bookshelf and record it	

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- Update the lists to reflect the options you'd like available in the different tabs.
- Each list is defined as a named range and the range name is used for data validation in each of the sheets.

Risk Area	Assessment	Response	Priority	Stakeholders
Cost	LOW	ACCEPTANCE	LOW	TM1
Data/Information	MED	AVOIDANCE	MED	TM2
Dependencies	HIGH	CONTINGENCY	HIGH	TM3
Overall Project Failure		MITIGATION		TM4
Privacy		TRANSFER		
Product Quality				
Project Quality				
Resources				
Schedule				
Scope				
Technology				