

Risk Analysis

1. University Exams Timing During Project Hours

- Risk: Project delays due to students focusing on exams instead of project work.
- Likelihood: High (especially during peak exam periods).
- Impact: Medium to High (project deadlines may be missed).

Mitigation:

- Plan project timelines to accommodate exam schedules.
- Allocate tasks in advance and redistribute workloads.
- Have a buffer period before and after exams.

2. Classes Timing of the Employees

- Risk: Employees being unavailable during crucial project hours.
- Likelihood: Medium to High (depends on class schedules).
- Impact: Medium (work may slow down, but not entirely stop).

Mitigation:

- Create a flexible work schedule.
- Encourage asynchronous communication and remote collaboration.
- Ensure overlapping working hours for better coordination.

3. Not Enough Resources (Limited Manpower or Health Issues)

- Risk: Reduced workforce due to sickness, hospitalization, or lack of staff.
- Likelihood: Medium (health issues are unpredictable).
- Impact: High (critical project tasks may be delayed).

Mitigation:

- Have backup team members or cross-train employees.
- Use automation tools to reduce manual workload.
- Maintain a contingency plan for sudden absenteeism.