**Risks and Counter Measures**

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| **Risk #1a** | Personal shortfalls |
| Description | Group members do not complete the necessary amount of work to see completion of the project. This includes not turning up to group meetings, lack of communication. |
| Probability | Low |
| Reduction strategy | Communicate and organise deadlines for completion of each task. |
| Prevention Plan | Communicate with *Clients* voicing group concerns. Reanalyse current work distribution and redistribute between other members. Correctly fill out member contribution assessment. |

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| **Risk #2a** | Unrealistic time estimates |
| Description | The amount of time required to complete a task is underestimated or greatly overestimated. |
| Probability | Medium |
| Reduction strategy | Revaluate the estimated time required for each task, with the introduction of new tasks. Work speed/work ethic of each group member will become more apparent over the lifespan of the project. |
| Prevention Plan | Reanalyse required Software features in terms of current feature in development. Cut back on polish or unrequired features to ensure important/vital functionality is given priority. |

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| **Risk #3a** | Developing misdirection |
| Description | The development of software or UI which does not match the functional requirements of the client |
| Probability | Medium |
| Reduction strategy | Begin development with a mock-up of Structural and UI elements. Prototypes. Have frequent meeting with Client to reinforce scope/progress. Early testing. |
| Prevention Plan | Communicate with *Clients* demonstrating current issues. Focus on elements which can be easily reshaped to fit the original scope/description. |

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| **Risk #4a** | Late changes to program requirements |
| Description | Requirements of the program change at the later stages of the development process, resulting in possible functionality alterations. |
| Probability | Medium |
| Reduction strategy | Revise current stage of development, high level re-scope for remainder of project. |
| Prevention Plan | Communicate with *Clients* demonstrating current issues. Reanalyse and determine which features are most important/vital. |

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| **Risk #5a** | Shortfalls in external component and tasks. |
| Description | Hardware being used to demonstrate software fails/is unreliable. Program isn’t compatible on other devices. |
| Probability | Low |
| Reduction strategy | Test through multiple stages of development on multiple machines. Pre record demonstration. |
| Prevention Plan | Have earlier release/back up machine ready. |

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| **Risk #6a** | Performance issues. |
| Description | Program is optimised and runs slowly/doesn’t run on older machines/machines with less powerful hardware. |
| Probability | Low |
| Reduction strategy | Test through multiple stages of development on multiple machines. |
| Prevention Plan | Have earlier release/back up machine ready. |

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| **Risk #7a** | Shortcoming of technical skills / development difficulties. |
| Description | Development is too difficult to complete due to inexperience in selected language. |
| Probability | Low |
| Reduction strategy | Analysis of group member’s skills, Appropriate task allocation, research, prototyping. |
| Prevention Plan | Communicate with client about concerns, consider possible development in another language which is well known. Tutoring. |

**Risk Severity Matrix**

**Likelihood**

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| **5** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **3** |  |  | **4a, 3a** | **2a** |  |
| **2** |  |  |  |  |  |
| **1** |  | **6a, 5a** | **1a** |  | **7a** |
|  | **1** | **2** | **3** | **4** | **5** |

**Impact**