**RISK ANALYSIS PLAN**

The main areas that risks can have an impact on, in terms of software development, can be seen as:

* **Timeliness**

Delivering the software on time

* **Cost**

Delivering the software on a budget

* **Fulfilments of the requirements for the software**

The requirements can change, be misinterpreted, or simply be infeasible to the team designing the solution.

* **Usefulness**

The software can be delivered on time and budget, but not do what the product owner wanted it to do

**Cost**:

The cost factor doesn’t apply to the team’s project because the team would be hosting a local server instead of renting a server.

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| **RISK** | **ESTIMATED IMPACT AND LIKELIHOOD** | **RISK MONITORING STRATEGY** | **RISK MITIGATION** | **RISK TYPE (TECHNICAL/ORGANISATIONAL)** |
| Communication with the client may not be sufficient, leading to requirement changes not being properly communicated by the client. | **Impact** - If the required changes aren't properly  communicated then this can result in the client not being happy with the final product or the final product being faulty.    **Likelihood** - Usually the chances of this happening is less as the team’s process model makes sure that no doubts in requirements would lead to a faulty software | Upon every discussion with the client, reiterate the related requirements to check that it is still agreed upon. | Communicate with the client and clarify the requirements. | Technical |
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| Communication difficulties with the client may lead to delays in task completion time. | **Impact** - The impact of this risk is low because most of the team members will follow a time schedule, which is made as per the requirements they currently understand    **Likelihood** - The likelihood of this happening is medium as some of the clients only get to meet the developers in pre-agreed meetings and usually don't have any other way of communicating with them other than through email | Try to ask all of the potential questions that may come up while discussing the requirements with the client. | Ensure that the team has some method of communicating with the client in ‘off-hours’ other than through email. An example of this could be through a social media group. | Organisational |
| Insufficient skills required for the task. | **Impact** - The impact of this risk is high as none of the team members have worked on a project like this before as a result of which if the team members don’t develop the skills needed for the project to succeed, then the end product would fail miserably    **Likelihood** - Likelihood of this happening is medium as we are still learning the language as we develop the program. | Discuss the skills that might be needed with the team members and work hard to develop those skills | As a result of discussion within the team, come up with a strategy that allows for programming tasks to be allocated according to experience. If nobody has the required knowledge, work on the specific task as a group in order to reduce time wasted. | Technical |
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| Team members have other matters to tend to. | **Impact** - The impact of this risk is medium as the absence of team members can result in the team not finishing the requirements on time.    **Likelihood** - This risk is likely to happen as the commitments of the developers for things other than this project might might affect their ability to work. | As soon as any team member feels like he/she cannot complete a task due to other commitments, the member should inform the rest of the team members so that the team doesn't fall behind on their schedule | Allocate time responsibly towards all assignments so as to ensure a lower pressure environment. Also, allow a margin of error for completion of each task. | Organisational |
| An assigned task not be completed on time by a member. | **Impact** - If the assigned work is not completed by a team member it can lead to an increase in completion time or failure to wrap-up the requirements on time    **Likelihood** - The likelihood is medium as sometimes team members do not use their time wisely or get distracted by other things or lack the skill set required. | Every member discusses their progress on the assigned task regularly (every 2 days via Trello or Facebook Messenger) | Question the group’s progress at meetings. Ensure that anyone who is struggling is offered help. | Technical/Organisational |
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| Connection issues in communicate and file submission | **Impact** - The impact of this risk is low as  If a particular network isn’t working then it is not hard to find another one.    **Likelihood** -The likelihood of this happening is quite low, the reason being that as Monash students we have access to the networks on campus as well as our personal ones. | Let the lecturer, demonstrator know about the issue as soon as possible | If struggling with a certain network, try to find another one for the purposes of submitting the files. This could mean using the university’s network if a team member is experiencing connectivity issues at home. | Technical |