Risk Assessment and Mitigation

Cohort 1, Group 5
Team Name:
JAzZ MoLeS
Group Members:
Sophia Taylor, Lucy Wood, Mitchell Gilbert
Jamie Creed, Archie Adams, Zayed Iqbal

The risk management strategies followed by our team are as follows:

Wherever possible, we assigned multiple people to each deliverable, so that each one does not depend on a single person. This also makes it easier for someone else to take over should a team member become unavailable.

We held meetings once or twice a week, involving everyone and discussing overall progress. This way, everyone is kept up to date with the progress of every other team member. We asked other team members to check over each stage of work, so that everyone could offer advice and feedback.

Each week, we reviewed and planned each stage of progress, to ensure that we were comfortable with the time constraints, and we were confident each stage could be completed in time.

Instead of using any individual machine, we used GitHub and Google Drive to store files on the cloud; this reduces the impact of a hardware failure or human error which could delete files or changes. It also made it easier to work together, as we were able to see the latest version of each file.

The format of our team's risk register is as follows: a table with columns for Risk ID, Type, Description, Likelihood, Severity, Mitigation and Owner. For the Likelihood and Severity columns, the letters L, M and H were used to indicate Low, Medium and High.

Risk ID	Type	Description	Likeli-hood	Severity	Mitigation	Owner
R1	Project	Someone becomes temporarily unavailable due to illness, personal circumstances, etc. This could delay their tasks and, in the worst case scenario, the overall project progress.	M	M	Discuss our work on a regular basis so that everyone is up to date on each section's progress. If someone becomes unavailable, others can therefore easily be assigned their work for the week.	Everyone
R2	Project	Someone becomes permanently unavailable. A portion of the project then has nobody to complete it, which will delay or disrupt other parts of the project. Other team members will have to take over, increasing their workload.	L	H	Assign multiple people to deliverables where possible so that work doesn't depend on one person. Also frequent group discussions so that everyone is involved in everyone else's work and knows what to do if they need to replace someone.	Everyone
R3	Technology	Owner of the assets we use removes free access, meaning we can no longer use them.	L	M	Ensure the project is programmed in a way where the assets can be replaced with the minimum level of difficulty.	Archie, Mitch
R4	Technology	Files on someone's computer are deleted or corrupted due to hardware failure. This could cause someone to lose changes, or whole files. If not backed up, a large part of the project could be	L	H	Use Github and Google Drive to store project files on the cloud, reducing the impact of a hardware failure. If a local version is required for editing, team members should upload a backup to the cloud on a regular basis.	Everyone

		lost.				
R5	Project	Early critical tasks (e.g. the user requirements section) take too long to complete. As other sections rely on critical tasks, this could severely delay the project and jeopardise its completion within the deadline.	M	H	Assign multiple team members to work in parallel on important sections and set clear deadlines with open communication about progress. If it is taking longer than expected, more team members can help.	Everyone