**Risk Analysis**

**1. Brainstorm risks for your project.**

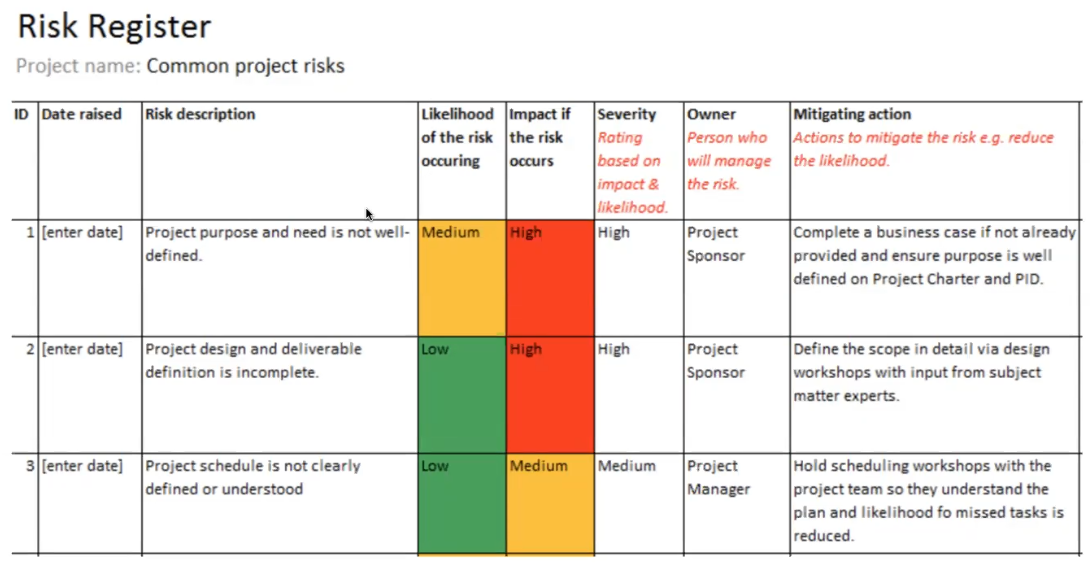
Make a list of all your worries concerning the project and the product. You might revisit the 'Explore your Case', and 'Explore the Qualities'. But do also consider the teamwork and the cooperation.

**2. Categorise and prioritise the risks**

Which of the risks are product risks and which are project risks? Agree on the probability and effect of each of the listed risks (risk exposure).  
E.g. Do a google form and ask every team member to fill in related data. Discuss the resulting spreadsheet in the group meeting. Discard any risk that does not have a significant risk exposure (probability \* effect).

*Specify what the colors mean*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Risk: | Probability  *(Likelihood)* | Impact / Effect | Severity / Exposure  *Rating based on impact and probability* | Type  *Which Category: /Estimation*  */Organizational*  */People*  */Requirements/Technology/Tools* | Mitigating Action |
| Losing a team member | Mid | High | High | Everyone | Communicate with team to get help. |
| Not able to get the proper data (Research) | Mid | High | Mid | Technology | Research and/or contact domain specialists |
| Crazy person deletes all the documents | Low | High | Mid | People | Weekly back-up of Teams files |
| Project schedule is not clearly defined | Low | Mid | Mid | Estimation | Communicate with Project Team about any unknowns. Using Trello |
| Project design is incomplete | Low | High | High | Estimation | Checkups with TA |
| Software can’t be integrated | Mid | High | High | Technology | Hiring better people |
| Sickness of group member | High | Mid | High | People | Less single responsibility tasks, more group tasks??????????? |
| Missing deadlines | Mid | High | Mid | Estimation |  |
| Motivation loss | High | High | High | People | Similar as “Losing a team member”, Communicate with team when feeling loosed. |
| Competitor is better | Mid | High | Mid | Technology | Steal their methods |
| The customer does not want to give access to their infrastructure | High | High | High | Requirements | Address the issues raised by our customers. |
| Organizational gossip | High | Low | Low | People | If gossip amongst project team starts happening and affects culture, supervisors and/or course manager must be involved. |
| Product fails to meet customer’s requirements | Mid | High | High | Requirements | Pivot when finding signs of missing requirements |
| Going over budget | Low | Mid | Low | Estimation | We have a budget? Get sponsors. Beg VC for more € |
| Better development tools required | Mid | High | High | Tools |  |



**3. Risk mitigation**

Go through the list together. Agree on how to mitigate each risk and agree on the information you want to maintain to monitor the risks. Just a hint: if loss of enthusiasm of the project team is a risk, you might have to define a measurement that helps you identify frustration, put in place some mitigation strategy (e.g. team building activities) and finally take that up in the meeting with the supervisor if all else fails. Risks that have a probability of 90% should not be treated as risks but as facts. That means they have to be addressed here and now.)

**4. List the risks in a risk register**

For each risk, the register should at least specify the category of the risk, the risk exposure and the mitigation strategy.

Outcome: A list of risks for your project and product as part of the project charter.

