

High Risk

Med Risk

Low Risk

Item #	Issue/Risk	Description	
R-1	Risk	The hospitalization of Tester 4 from the coronavirus will affect functional testing and schema and mapping testing for the database. Additionally, this will affect database testing on the back end. As a result, the completion of the testing phase may be delayed.	
R-2	Risk	If the Development Lead needs a vacation during the back end completion review, front end completion review, or database completion review, the time required to review the completion of any of those tasks will increase. As a result, the testing phase may be delayed.	
R-3	Risk	Delivery of the Front End Prototype might be delayed due to multiple changes by the client which might delay development.	
R-4	Risk	Connection to Blackboard Collaborate task in back end development might be delayed as Blackboard would need to create an API for Meet the Faculty to connect to Collaborate as it is currently not present.	
R-5	Risk	Defect Fixing in End-to-End testing can be delayed if there are too many performance issues identified during performance testing of the project.	
R-6	Risk	Overall solution deployment may be delayed because of not considering the federal holiday "Thanksgiving" on Nov 26. This can impact "Production Validation Testing", "Fulfillment check" and "Deploying the solution to web application".	

R-7	Risk	Completion of Database testing might be delayed because fixing defects during the Database Testing may take longer than the estimated time. This may further delay the start date for beginning Frontend Testing.
I-2	Issue	In the meeting to discuss the server requirements on 9 July, the client mentioned that he wants the design phase to start 1 week earlier than the scheduled date of 30 July.

Item #	Issue/Risk	Description
I-1	Issue	Due to the Coronavirus Pandemic, nobody could go into the office to work on the project.

Project - Issues and Risks
Resolution Plan / Mitigation Plan
<p>1) Train testers 2 and 3 in tester 4's assignments.</p> <p>2) Distribute tasks in a manner such that the time required for each tester to complete their assigned tasks are identical or near identical. That is, distribute tasks as evenly as possible with respect to the time required to complete all assigned tasks.</p>
<p>1) Have the Development Lead review all work that has been completed to date before going on vacation to decrease the amount of work that needs to be done after he/she gets back.</p> <p>2) The Project Manager should check if any of the other developers have the expertise required to do the Development Lead's job.</p>
<p>1) PM can schedule an in-person meeting with the client and the design team to get the task done faster.</p> <p>2) Determine if there are some parts of design that can be approved early and start development while the final design is finalized.</p> <p>3) PM will put the project in Yellow state due to poor communication with the customer.</p>
<p>1) The PM discusses this in their meeting with Blackboard to inform the date by which they will need the API to be ready.</p> <p>2) PM will check the project schedule to see if some tasks can be finished earlier to make time for this change.</p> <p>3) PM will ask the client if the Development lead can work with their team to expedite the process.</p>
<p>1) PM can check with the development team if they can follow some best practices during development phase to prevent many issues in testing.</p> <p>2) PM can assign the defect fixing in End-to-end testing to the Development Lead to finish it on time.</p> <p>3) PM can determine if they want to bring in a consultant to test and fix performance tasks</p>
<p>1) Determine with the deployment team if the solution deployment completion could be done in 3 days instead of assigned 4 days.</p> <p>2) Check with the Deployment Team if "Production Validation Testing", "Fulfillment check" and "Deploying the solution to web application" could all be done in 1 day instead of 2 days.</p> <p>3) Check if the DevOps Team is willing to work on Nov 26 and compensate them with holiday for some other day.</p> <p>4) Check if the DevOps Team is willing to work on Nov 26 for</p>

- 1) Determine if the Database Testing can be delayed without impacting the critical path of this project.
- 2) Check with Testing Team if the duration of other tasks can be reduced to compensate the extra time needed for defect fixing.

- 1) We can start design for individual parts like database, front end and back end once the requirements are complete.
- 2) Increase the involvement of Requirements Lead to complete the requirements phase earlier.
- 3) Direct resources from completed design tasks to the remaining ones to accelerate their completion.
- 4) Hire more requirement engineers to expediate the completion of requirements and this in turn will help to start the design phase early.

Project - Issues and Risks -- CLOSED
Resolution Plan / Mitigation Plan
1) Schedule daily meetings for project teams members to collaborate on the project remotely.
2) Schedule weekly meetings with the Blackboard team to update them on the project status.

Contingency Plan	Due Date
1) Hire a new temporary tester to take the place of Tester 4. 2) Assign extra work to testers 2 and 3. 3) Take advantage of any slack from the ill tester's tasks.	16-Oct
1) Hire another developer temporarily to take on the Development Lead's tasks. 2) Take advantage of any slack from the development lead's tasks.	7-Oct
1) PM to set up a multiple meetings with the client as needed but also set up final meeting date with the client after which no changes would be made. 2) Discuss with the client to see if partial parts of the project can be started.	17-Aug
1) PM can work ask the development lead to work with Blackboard to get the API ready. 2) PM will try to make some slack for this task by reducing the time for some previous tasks.	5-Oct
1) PM will assign the Development Lead to resolve the defects. 2) PM will hire a consultant to help in fixing the performance defects.	19-Nov
1) Implement work for DevOps Team on Saturday(11/28/2020) to ensure solution deployment completion can start on the stipulated time. Rework the Project Schdeule to include this holiay, and mandate work over weekend.	01-Dec

1) Make Developer 5 work overtime to make sure that Database Defect Fixing is done on time. 2) Give an extra day for Database Defect fixing and implement weekend work for Testing Lead, Tester 3, Tester 4 for Database Test Completion.	01-Dec
N/A - already in resolution mode	ASAP

Close Reason	Date Closed
This issue has been resolved.	22-Jun-20