

Risk Plan – Building a website for Caramels and Almonds

last update: July 20th

Ref	Identified Risk	Probability	Severity	Risk Management Strategy Comments (CO) / Mitigation (MT) / Amelioration (AM) / Opportunity (OP) / Fallback (FB)
1	First system created for the business	High	High	CO: 'Caramels and Almonds' hasn't used any kind of system before. This e-commerce website will be their first system implemented for their business. MT: Provide the business owner with user manuals on how to use the system. Train the client, who is the administrator of this system, on how to perform the necessary operations.
2	High product costs	High	High	CO: Due to the state of the country's economy, our project team will have to deal with high product costs. MT: Notify the client that there might be some changes in the estimated budget for this website created for 'Caramels and Almonds' in the future.
3	The planned technologies might not support all the features	Low	High	CO: All the features included in the scope may not be supported by the intended technologies. This shouldn't be a problem at this point. However, there can be some issues that can only be found during system development. MT: The project team members will have to assess the situations, plan for unexpected events, and handle each situation individually.
4	Demand for the website goes up	Low	High	CO: After the launch of the proposed website, demand for the website may be far higher than expected, which could cause it to slow down or go offline entirely. MT: The project team members should keep an eye on the website traffic after launching it to make sure the hosting environment can handle the demand. If not, you should upgrade the plan or move the website to a different service provider that can.
5	The project team might have to face some limitations	High	High	CO: Using numerous plugins to build the required features and perform operations on the proposed website might cause it to slow down. MT: Assess the circumstances, plan for unforeseen circumstances, and handle each situation individually.
6	Problems in time management	Medium	High	CO: Having difficulties in completing the proposed website within the given time frame. MT: Plan the project carefully and offer the team roles and responsibilities to the appropriate developers. AM: Other team members can help out if someone is unable to finish their task in a timely manner.

7	Not every theme supports WooCommerce.	Low	Medium	CO: Not every theme is compatible with WooCommerce. Some page templates will be removed when the theme does not state that it supports WooCommerce. MT: Making changes to the technology or the theme can help to reduce this risk.
8	Having trouble when trying to schedule a meeting with the client	High	Medium	CO: Allocating time for the client meeting was challenging because of the client's busy schedule. MT: The team members communicated with the client through WhatsApp during her free time instead of participating in Zoom sessions. FB: So that she won't miss our meetings, request that she set aside time for each week.
9	List of items was not provided on time	Medium	Medium	CO: The client was not able to provide the list of cakes on time. MT: Rearrange the tasks in accordance with the due dates, or inform the client again and make the necessary arrangements.
10	Sudden issue of project team members	Low	Medium	CO: Team members can get sudden illnesses. MT: Inform the team's project manager about the problems faced. AM: The project manager can have discussions with the team members and make necessary plans.

Key: **CO**=comments to explain risk; **MT**=actions to reduce probability of risk; **AM**=safeguards to decrease severity; **OP**=positive outcomes; **FB**=back up ("Plan B")