**Risk Analysis and Management**

**Loss of team members:**

At any moment throughout the project, the team could lose members due to many possible reasons, such as dropping the subject, leaving university, leaving the country, death, world war 3, etc.

In such a case where one member of the team leaves, the rest of the team will have to do a bit more work to cover for the lost member. If 2 or more were to leave the team, that’s where it would become a serious problem in regards to brain power and working power.

We have one Manager, one Chief Programmer, one Chief GUI Designer/Tester and two Analysts/Designers. We have already lost one member of the team, but everyone agreed to do a bit more work and shift around to the areas that needed more work. If we were to lose one Analyst/Designer, it wouldn’t be critical, but developing a perfect system will become much harder as the workload will be doubled for the Analyst/Designer. If the GUI Designer were to leave, since it is a specialised field, another member would need to spend time and effort to learn it. If that is the case, we would most probably not develop a GUI unless the development was well ahead and we had the time to do so.

If the Tester were to leave, the Programmer could make notes of all the aspects in the system that need to be tested and hand them out to the rest of the team to work on. If the Programmer were to leave, since they are our strongest programmer, it will hurt out development quite a lot, but everyone else would have to work together in the programming to get the job done. If the manager were to leave, the documentation, organising and scheduling has already been done, so for another member to pick up that role wouldn’t be too much of a challenge.

In order to try and minimise any reason people may have for leaving the team, weekly meetings are held, the team is managed as organised as possible. Each team member must feel comfortable and motivated to work on this project.

**Loss of access to technology:**

It is possible that there are technical problems that occur, whether it be the hardware dies, a fire destroys the entire office or something else. In those situations, development will be required to halt until the necessary funding and/or replacement technology/equipment is obtained. This may set the project back quite a long time depending on the severity of the incident. If all of our access to the required technology/equipment for this project was to disappear, we would not be able to do anything until the client supplies us with new technology/equipment.

**Loss of documentation/code:**

Just like with the loss of access to technology, if documentation and/or code were to be lost, the project would most likely be set back much further since it cannot be replaced as easily with a sum of money. The corruption of files and or human error which results in the misplacement/deletion of files must be redone either from scratch or the latest available checkpoint/version. To help minimise this risk, all the files are on a github server which each team member has access to. Each member also has a copy of the server downloaded on their home desktops/laptops. There are even more copies of files stored on other data storage devices such as USBs.

**Loss of client:**

In the case that the client disappears, we will no longer have a project to do and in worst-case scenarios will not receive anything. The whole project will have been a waste of time, money and effort. In order to help minimise this, a weekly meeting is scheduled with the client with well-planned questions and deliverables to present to them. If the client feels confident in the project team, their will to work with us will increase. The weekly meetings also give us a better sense on whether the client is serious about this project and whether they will go through with it all the way with us or not.

**Loss of funding:**

Similar to the loss of a client, without any funding, the project will have nowhere further to go and the team will halt the project.

**Suspension of the project:**

The suspension of the project will make all the time and effort spent up until that point completely wasted. The team will have nothing further to do and depending on the reason and the way the project got suspended. The team may never receive their pay as opposed to just losing time and effort.