Risk Assessment Questionnaire For Mtech (SE) Projects

Project Name :

1. System Size & Functionality

(1) Total effort and duration for systems development

Possible Score   **Score for this project**

		Project Duration			
		0 - 12 months	13 - 24 month	> 24 months	Unknown
Total effort for. system dev	100 - 3000 man-hours	2	3	3	8
	3000 - 15000 man-hours	4	3	3	9
	15000 - 30000 man-hours	7	7	7	9
	> 30000 man-hours	10	8	10	10
	Unknown	10	10	10	10

(2) Number of sub-projects within the project
        None or one   1
        Two   2
        > Two   3   _____

(3) Number of user departments involved with the project
        None or one   1
        Two   2
        > Two   3   _____

(4) Number of user personnel (both end-users, and
user IT staff) required to operate system after installation
        < 20   1
        20 - 50   2
        > 50   3
        Unknown   2   _____

(5) Number of different geographical locations that will be
 encompassed by the system
        One   0
        Two - three   1
        > Three   2
        Unknown   2   _____

(6) Number of existing systems that the new system must interface with
        None   0
        One   1
        Two   2
        > Two   3
        Unknown   2   _____

(7) Technical complexity of system
        Straightforward   0
        Average   1
        Complex   2
        Very complex   4
        Unknown   3   _____

2. User organisation and Systems requirements

	Possible Score	Score for this project

(1) The system may be best described as :
        Totally new system   2
        Replacement of an existing computerised system   1
        Enhancement of an existing computerised system   0
                                                    _____

(2) How well understood are the User requirements by
   the development team
        Well understood, only minor uncertainties   1
        Mostly understood, but one or two uncertainties   2
        Major areas of uncertainty   4   _____

(3) Real-time performance of the system is
        Not critical   0
        Critical due to throughput   1
        Critical due to response time   3
        Critical due to availability   3
        Unknown   2   _____

(4) Does the User organisation and/or procedures have to
   change to meet the requirements of the new system?
        No   0
        Minimal changes   1
        Major changes   2
        Unknown   1   _____

(5) What degree of flexibility and judgement can be exercised by the
   Development team in modifying the user requirements
        Can negotiate changes of >10%
        of the requirements   0
        Can negotiate changes of 0 - 10%
        of the requirements   1
        User requirements cannot be changed by
         the network integrator   3
        Unknown, degree of flexibility not yet determined   2   _____

(6) What degree of flexibility and judgement can be exercised by the
   User in modifying the user requirements
        User has considerable flexibility in modifying
        requirements   4
        User has flexibility in modifying
        requirements, but will use formal change control
        procedures and/or will accept incremental
        enhancement of system functionality   2
        User requirements cannot be changed by
         the User after initial agreement in req. analysis   1
        Unknown, degree of flexibility not yet determined   2   _____

	Possible Score	**Score for this project**

(7) Is this project dependent upon the output or
       products of another project?

	Possible Score	**Score for this project**
No	0	
Yes, but the project which this project is dependent on is of low or normal risk	1	
Yes, and the project which this project is dependent on is high risk	3	
Yes, and the project which this project is dependent on is of unknown risk	2	_____

(8) What is the general attitude of the user?

Poor, anti-IT solution	2	
Fair, some reluctance to use IT solution	1	
Good, is eager to adopt & use system	0	
Unknown	1	_____

(9) How committed is the user executive management to
       the project?

Reluctant to commit	2	
Restrained level of commitment	1	
Extremely enthusiastic	0	
Unknown	1	_____

(10) How great is the user involvement in the project

No involvement other than formal project/contract management	2	
Part-time user representatives involved in project design reviews, etc	1	
Full-time user representative involved in requirements specification, design team....	0	
Unknown, commitment not yet made	2	_____

3. Technology & external dependencies

	Possible Score	**Score for this project**

(1) Is Hardware required that is new to the developer?

None	0	
Processor	1	
Terminals/PC's	2	
Networking Hardware	3	
Hardware not yet identified	2	_____

(2) Is special non-standard hardware required

None	0	
Processor	1	
Terminals/PC's	2	
Networking Hardware	2	
Hardware not yet identified	1	_____

	Possible Score	**Score for this project**

(3) What portion of the Software component to be used
    in the system is to be developed as new

No new software to be developed	0	
0-25% of the software to be developed as new	1	
25-50% of the software to be developed as new	2	
50-75% of the software to be developed as new	3	
>75% of the software to be developed as new	4	
Unknown	4	_____

(4) If a significant portion of the Software component to
    be used in the system consists of existing software
    products, what familiarity does the developer have
    with the products?

Developer has no experience of these products	3	
Developer has some experience, or has used similar products	1	
Developer has thorough experience with product	0	
Unknown, not yet identified	2	_____

(6) Novelty of proposed development methods & system

First time the proposed development methods have been used by development team	4	
First time the development methods have been used by 50% of the development team	2	
None of the above	0	_____

(8) How good is the Hardware vendor/methodology
    vendor/tools vendor support?

Unknown/Poor	3	
Adequate	1	
Good	0	_____

(9) How knowledgeable is the development team in the
    similar application domains

Limited	3	
Understands concepts, but no experience	1	
Have been involved in similar previous projects	0	_____

4. Project management & Characteristics

	Possible Score	**Score for this project**
(1) Project schedule		
Major milestones and operational dates are		
Flexible ; may be established and adjusted by the project team	1	
Firm; established internally, but thereafter are considered "fixed" by the client	2	
Fixed; established by the client and not easily negotiable	4	
Unknown, not yet discussed or agreed	4	_____
(2) Project manager availability, experience & training		
Project manager not yet identified	5	
Project manager identified and his experience level can be best described as:		
Successful recent experience in managing a project similar in size or application,	1	
Successful recent experience in managing part of a project similar in size or application, or a dissimilar project,	2	
No recent experience, but has had formal training,	4	
No recent experience or training	7	_____
(3) Approved project planning, tracking and reporting techniques are documented and committed to this project		
Yes	0	
No	4	_____
(4) Key project skill and manning-level requirements can be met by :		
Team members within the developers organisation who will be working full-time on the project	1	
Team members within the developers organisation who will be working part-time on the project	3	
No team members have been formally identified	5	_____
(5) A plan for chief architect or centralised technical control is documented and committed for this project		
Yes	0	
No	3	_____

Quantitative assessment

Summary sheet

Section	Maximum score	Minimum score	Total Score for this project
1. System size and functionality	28	5	
2. User organisation & system requirements	27	2	
3. Technology & external dependencies	22	0	
4. Project management & characteristics	23	3	
Total			

Implications

If score of project is < 30   then project is of **low** risk
If score of project is > 30 & <50   then project is of **medium** risk
If score of project is >50   then project is of **high** risk