

SeniorAdopt: Risk Management

PROBABILITY	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		IMPACT				

RISK DESCRIPTION	IMPACT DESCRIPTION	IMPACT LEVEL	PROBABILITY LEVEL	PRIORITY LEVEL	MITIGATION NOTES	OWNER
Give a brief summary of the risk.	What will happen if the risk is not mitigated or eliminated?	Rate 1 (LOW) to 5 (HIGH)	Rate 1 (LOW) to 5 (HIGH)	(IMPACT X PROBABILITY) Address the highest first.	What can be done to lower or eliminate the impact or probability?	Who's responsible?
Hardware/software malfunction	The project might get delayed and pushed back, loss of data and hardware.	3	4	12	Have a good system to manage the data with backups and good saving routines.	IT Operations Manager

Security: -Security breach, hacking -Randomware/malware -Theft of materials or intellectual property	Private data and company files or materials might be stolen or lost.	5	1	5	Have good security standards, example don't open weird links, source code encryption, high-level authentication, secure the backend...	IT Operations Manager
Data gets destroyed/disappear, corruption	Private data and company files might be stolen or lost.	5	3	15	Have a good backup system with multiple backups.	IT Operations Manager
Competition –someone releases a very similar app	Loss of profits, bankruptcy (in the worst-case scenario)	4	2	8	Invest in marketing, make sure the app works smoothly and delivers what it promised	Project Manager
Project purpose and needs are not well-defined	Can cause confusion regarding the tasks that need to be completed, can result in delays or an unsatisfactory product	5	3	15	<ul style="list-style-type: none"> - Define from the beginning the purpose of the project and complete a business case - In case it occurs, re-write a clear business case and submit to the project board for approval 	Project Manager
Lack of communication	Multiple deliveries could overlap, have misunderstandings	2	4	8	Hire an app development team through a contractor;	Project Manager

	between workers, delay the project...				<p>make them responsible for the work force and work issues.</p> <p>Maintain a good plan and inform all workers. Make sure that all workers have understood the planning and they will adapt to it. Have regular checkpoints to ensure a good and organized workflow</p>	
Missing components in the plan that is needed for other components to function	Will have to create those parts, that cost money and time might delay the project if it's in the CP.	4	3	12	<p>Make sure all the parts for the app have all the things they require to function, and then double check for the parts that are in the CP again. Maybe consult somebody that have knowledge about that part.</p>	Project Manager
Legal issues	The company gets sued, or breaks a law without knowing it, could waste a lot of money and could stop the app...	5	3	15	<p>Ensure all contracts are signed before starting the project. Follow all the regularities correctly. Have a lawyer/lawyers for advice.</p>	Project Manager

Partners/investors/stakeholders pull out, goes bankrupt, etc.	Can cause a loss of funds which can delay or put a stop to the developing process indefinitely	5	2	10	Have a list of alternative partners and have good contracts. Have a good business plan from the start to maintain their interest, keep in contact during the whole developing process, deliver what was promised.	Project Manager
Natural disaster	There could be injured workers or the work material could be damaged, such as losing all data, broken objects...	5	1	5	Work in emergency procedures, put back up systems in place, generators.	Project manager
Schedule is not well defined	Confusion among workers, delays, unsatisfactory results	4	3	12	Hold scheduling workshops with the project team to understand the plan and then share the plan and go through the upcoming tasks at each weekly project progress meeting	Project Manager
Pressure to reduce task duration or run tasks in parallel	Can lead to a rushed/unsatisfactory result	4	2	8	- Share and explain the schedule with key stakeholders; explain that it was expertly built and show the	Project Manager

					risks of sudden changes - If it occurs, hold emergency risk management meeting and assess the risk and impact of the changes	
Estimating/scheduling errors	Delays, deliveries could overlap, going over the budget	4	3	12	Use methods of cost estimations, track all the costs and make all the adjustments that are necessary. Create a parallel schedule for this type of errors. Flag errors or delays.	Project Manager

Table below: Worker related risks.

Solvable before project begins due to third party involvement (app development team hired through contractor).

Unsatisfactory work conditions	The physical environment is unhealthy/hazardous, cause delays, maybe relocation.	3	2	6	Hire an app development team through a contractor; make them responsible for the work force and work issues.	Project Manager
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					Be sure it's good before deciding to rent (hiring contractors), have an instruction for employees on safety and keeping the work environment healthy	
Worker conflicts (and unresolved conflicts in general)	Two or more workers have issues with each other, might work slower than normal, might need external help. The conflict can escalate if not resolved.	1	3	3	Hire an app development team through a contractor; make them responsible for the work force and work issues. Maintain a healthy environment among workers, have a third-party available to mitigate conflicts	Project Manager
Unpredicted tasks/work	A lot of work could be overlapped. A lot of time would be wasted in rearranging all the work again, also in reassigning new tasks to the workers, which could create conflicts and stress. Many projects could be delayed due to lack of time.	2	3	6	Hire an app development team through a contractor; make them responsible for the work force and work issues. Have a plan in advance for unpredicted tasks, have workers aware that this could happen and that they would have to adapt to the new plan.	HR manager
Workers quit without warning	Disruption in the development which can lead to delays. New	3	2	6	Hire an app development team through a contractor;	Project Manager

	workers could be hard to find and would require time to adjust and catch up.				<p>make them responsible for the work force and work issues.</p> <ul style="list-style-type: none"> - Maintain a pleasant workplace and good salaries and avoid overworking employees. - Find a new qualified employee for the job as quickly as possible, give the task to someone that also has the needed qualifications in the meantime 	
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Before mitigation:

Data gets destroyed/disappear, corruption	Private data and company files might be stolen or lost. This will cost a lot TIME , MONEY and QUALITY .	5	3	15	Have a good backup system with multiple backups, use of git, and backup regularly.	IT Operations Manager
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After mitigation:

Data gets destroyed/disappear, corruption	The files are quickly recovered from a backup, if possible, now it will cost little time , and maybe some money .	2	2	4
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