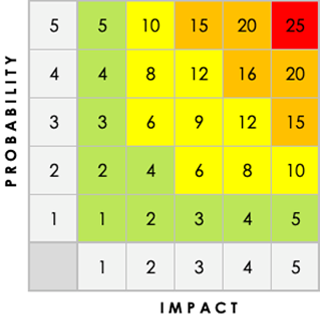
SeniorAdopt: Risk Management



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| **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 unsatifactory product | 5 | 3 | **15** | * 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 between workers, delay the project... | 2 | 4 | **8** | Hire an app development team through a contractor; make them responsible for the work force and work issues.  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 | Project Manager |
| 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** | 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. | 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** | Ensure all contracts are signed before starting the project. Follow all the regularities correctly.  Have a lawyer/lawyers for advice. | 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 risks of sudden changes * If it occurs, hold emergency risk management meeting and assess the risk and impact of the changes | Project Manager |
| 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).

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| 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.  Be sure it’s good before deciding to rent (hiring contractors), have an instruction for employees on safety and keeping the work environment healthy | Project Manager |
| 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 proyects 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 workers could be hard to find and would require time to adjust and catch up. | 3 | 2 | **6** | Hire an app development team through a contractor; make them responsible for the work force and work issues.   * 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 | Project Manager |

Before mitigation:

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| 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 |

After mitigation:

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| 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** |