Number	1
Name	Unclear Requirements
Description	Requirements gathered may not be as clear as originally outlined by Sponsor. Probability: Medium Impact: Medium-High Priority High
Date	05/09/16
Owner	Michael S, Vincent S
Trigger	Team notices that the implementation of some requirement is ambiguous or conflicts with another requirement.
Mitigation Strategy	Requirements Document is reviewed by Team, Sponsor, and Bart for clarity before design and implementation.
Contingency Plan	Contact Sponsor via Slack or e-mail for clarification of requirements.
Risk Status	Open
Notes	

Number	2
Name	Team Member Work Deficiency
Description	Team member lacks the required skills to complete task assigned Probability: High Impact: Medium Priority: High
Date	05/09/16
Owner	Sami S, Bradley R
Trigger	Team member notices that a team member is producing work that is deficient and/or lacking in quality or team member asks for help due to lack of skills
Mitigation Strategy	Team Members will periodically review other work done. If team member feels like they need help, someone will be assigned to guide them.
Contingency Plan	An additional member will be assigned to help guide and work with the team member.
Risk Status	Open
Notes	

Number	3
Name	Team Member Slacking
Description	Team member contributing inadequately or poorly to project work. Probability: High Impact: Medium Priority: High
Date	05/09/16
Owner	Sami S, Bradley R
Trigger	Team lead and/or team members collectively notice another team member becoming in quantity of project contributions.
Mitigation Strategy	Team member progress updates posted to Slack every 1-3 days. Tasks assigned and concepts discussed during weekly team meetings.
Contingency Plan	Team lead to discuss productivity strategies with deficient team member. Further behavior will escalate to Bart.
Risk Status	Open
Notes	

Number	4
Name	Inadequate Design
Description	Project design as outlined in the Design Document is insufficient to implement the software properly. Probability: Medium-High Impact: Medium Priority: High
Date	05/09/16
Owner	Michael S., Drew G.
Trigger	Attempting to implement project design creates ambiguity or conflicts of design choices.
Mitigation Strategy	Design and Requirements documents are reviewed prior to completion and subject to change.
Contingency Plan	Reanalyze design document and resolve design problem. Contact Sponsor or Bart if clarification needed.
Risk Status	Open
Notes	

Number	5
Name	Misunderstanding of Requirements
Description	Team misunderstands requirements as set out by Sponsor. Probability: Medium Impact: Medium Priority: Medium
Date	05/09/16
Owner	Michael S, Vincent S
Trigger	It becomes clear to the Sponsor that the team has misunderstood the Sponsor's real requirements.
Mitigation Strategy	Team holds weekly meetings and regular contact with Sponsor to check in on progress and next steps.
Contingency Plan	Resolve misunderstanding. If major misunderstanding, refer to change of requirements as contingency.
Risk Status	Open
Notes	

Number	6
Name	Project Lead goes AWOL
Description	Loss of or failure to communicate with project Team Lead. Probability: Low Impact: High Priority: Medium
Date	05/09/16
Owner	Bradley R, Vincent S
Trigger	Sami becomes unresponsive on slack for more than 3 days. And phone calls go unanswered.
Mitigation Strategy	Check in 1-3 days on slack, constant updates with bart.
Contingency Plan	Bradley R becomes project team lead and will take over as liaison to sponsor. Reassignment of tasks to balance workload.
Risk Status	Open
Notes	

Number	7
Name	Development of Wrong Software Functions
Description	The product of the software ends up being not what the sponsor requested. Probability: Low Impact: High Priority: Medium
Date	05/09/16
Owner	Michael S, Matt S.
Trigger	Sponsor reviewed product and returns saying the software is not what he requested
Mitigation Strategy	Gather explicit requirements from sponsor, verify requirements with sponsor and get sponsor approval
Contingency Plan	Depending on when the software functions were reviewed and sponsor does not validate them, either plan to make minor changes to get functions close to what the sponsor wants or attempt to remove functionality. The sponsor may be approached to make revisions to the requirements document if necessary.
Risk Status	Open
Notes	

Number	8
Name	Overly Optimistic Schedule
Description	Project Plan is overly optimistic. Deadlines are pushed close together with no room for error or misappropriated times for deadlines. Probability: Medium Impact: Medium Priority: Medium
Date	05/09/16
Owner	Matt O, Michael S.
Trigger	Project Deadline
Mitigation Strategy	Project plan will be evaluated along with requirements to see if time management is correctly appropriated.
Contingency Plan	Re-evaluate project plan and make changes as necessary.
Risk Status	Open
Notes	

Number	9
Name	Scope Creep
Description	Adding functionality that is not within the requirements document. Probability: Medium Impact: Medium Priority: Medium
Date	05/09/16
Owner	Michael S, Bradley R
Trigger	Additional Functionality starts being added to the project
Mitigation Strategy	Stick directly to the requirements document and do not deviate from them
Contingency Plan	Stop any implementation of functionality that is outside of current project scope and evaluate whether the functionality needs to be added.
Risk Status	Open
Notes	

Number	10
Name	Change of Requirements
Description	Project requirements change during development stage of the project. Probability: Medium Impact: Medium Priority: Medium
Date	05/09/16
Owner	Michael S, Vincent S
Trigger	Sponsor requests change of implementation details. Change in any aspect of Rust alters design of some part of the project.
Mitigation Strategy	Establish requirements as firmly as possible. Utilize Rust nightly builds, which are semi-stable.
Contingency Plan	Establish and Analyze team ability to comply with change of requirements with Sponsor.
Risk Status	Open
Notes	

Number	11
Name	Team Member Disagreement
Description	Team members disagree with one another in a way that threatens to divide team. Probability: Medium Impact: Medium Priority: Medium
Date	05/09/16
Owner	Sami S., Bradley R.
Trigger	Two or more team members disagree strongly on any point of project direction, procedure,implementation, etc.
Mitigation Strategy	Team lead and backup team lead are available for mediation.
Contingency Plan	Escalation of disagreement will go to Bart. Bart's word is law.
Risk Status	Open
Notes	

Number	12
Name	Team Member Loss
Description	The loss of a team member, or failure of communication. Probability: Low Impact: High Priority: Medium
Date	05/09/16
Owner	Sami S., Vincent S.
Trigger	Team member stops having contact within the team for 5 days
Mitigation Strategy	Team members will post updates on Slack every 1-3 days. If no update in 3 days, team lead makes phone call to check in.
Contingency Plan	Reorganization of tasks assigned to team member at next team meeting (weekly).
Risk Status	Open
Notes	

Number	13
Name	Sponsor Contact Loss
Description	The sponsor stops responding to communication Probability: Low Impact: High Priority: Medium
Date	05/09/16
Owner	Sami S., Bradley R.
Triggers	Sponsor misses a meeting without contact Sponsor misses 2 meetings in a row even with communication
Mitigation Strategy	Backup Sponsor contact Jamie is reachable through Slack. At least once a week sponsor communication. Sponsor available through Slack.
Contingency Plan	Sami will alert Bart, and be advised. Likely continue working from last known project goals.
Risk Status	Open
Notes	

Number	14
Name	Deliverable Deadline Missed
Description	Deliverables are due periodically throughout project. Possibility of failing to meet deadline Probability: Medium Impact: Medium Priority: Medium
Date	05/09/16
Owner	Vincent S., Michael S.
Trigger	Deadline passes without the completion of the due deliverable
Mitigation Strategy	Constant updates through Slack, every 1-3 days. Should be aware of not meeting deadline before it happens, at least a few days in advance.
Contingency Plan	Either deliver incomplete deliverable or team works to finish deliverable as soon as possible.
Risk Status	Open
Notes	

Number	15
Name	Test Machine Fails
Description	The team's primary testing environment machine resides in the CS Capstone Lab and may suffering failures. Probability: Low Impact: Low Priority: Low
Date	05/09/16
Owner	Drew G., Bradley R.
Trigger	Test machine suffers any failure resulting in inability to operate or loss of data.
Mitigation Strategy	Data is backed up on team's personal computers and GitHub. A backup machine can be procured and set up quickly.
Contingency Plan	Set up a new machine with backed-up data.
Risk Status	Open
Notes	

Number	16
Name	Lose Repo and/or Files
Description	The loss of a team member's personal repo and/or files. Probability: Medium Impact: Low Priority: Low
Date	05/09/16
Owner	Drew G., Bradley R
Trigger	Any failure resulting in loss of a team member's version of project data in their git repo or personal computer.
Mitigation Strategy	Each team member will utilize git and maintain a fork of the project on their GitHub page.
Contingency Plan	Backups of all project data are available on each team member's GitHub and the team's test machine.
Risk Status	Open
Notes	

Number	17
Name	Project Milestone Unclear
Description	A project Milestone is vague, unclear, or otherwise unable to be easily identified Probability: Low Impact: Low Priority: Low
Date	05/09/16
Owner	Matt O, Vincent S.
Trigger	A team member or sponsor is unclear on what a project milestone is and asks for clarification
Mitigation Strategy	Milestones will be reviewed by all team members and sponsors before being set. Any questions that arise should be taken care of them.
Contingency Plan	Have another team member explain the milestone. If both team members then decide it is still confusing, Sami will add it to the weekly group meeting to explain
Risk Status	Open
Notes	