# Risk Management Plan

## 1.1 Purpose of Risk Management Plan

The purpose of the Risk Management Plan is to be prepared in case of a contingency, by planning ahead the required steps to follow in such case, mitigating any risk that might affect the development of the project. In most of the cases, team Aegle will try to prevent risks from emerging; however risks are inevitable therefore the risk management plan will include the steps required to take to reduce the impact as much as possible.

## 1.2 Roles and Responsibilities

The project stakeholders play a vital role in the identification of risks that might emerge during the project development lifecycle. The following section describes the roles and responsibilities of each stakeholder.

### Project Sponsor.

The project sponsor will provide risk identification from the client’s point of view. This insight is very valuable, because the team is not as familiar as the client regarding the storage policies and such. Since the project sponsor possesses a technical background, she will be able to also provide the team with some technical risks and resolutions for the project.

### Project Manager.

The project manager is responsible to guide the team in the correct path, mainly focusing on avoiding the most critical risks by having constant communication with the risk manager.

### Project Team.

The entire team is responsible for identifying risks as well as following the steps stated in the risk management plan. The Risk Manager will drive the team discussions.

### Risk Manager.

Joseph Finnegan is the designated Risk Manager. He will be responsible for recording, documenting and keeping track of any risk related issues or concerns that emerge during the entire development of the project. He will also communicate or address any concerns identified by any of the stakeholders to the whole team. If the team is facing a risk, he will ensure to communicate the team the steps to follow as well as monitoring the risk mitigation process.

## 1.3 Risk Identification

Every team member is responsible of reporting any identified or emerged risks to the Risk Manager. Ideally, risks will be identified early in the development of the project with the purpose to avoid the higher risks and be prepared in case of an incident. The Risk Manager will invoke a team meeting to discuss and inform the team about the steps to take. The project sponsor and director will only be contacted when the severity of the impact is very high.

## 1.4 Risk Triggers

A risk trigger refers to an identified measure that indicates that a risk might occur. The following list describes some triggers that have been identified by the team.

* Lack of knowledge, mostly related to hardware and RFID technology.
* Missing deadlines by team members.
* Change control not handled properly.
* Not having continuous communication with the project sponsor.
* Team member low involvement can impact the development of deliverables on time.
* Lack of communication among team members will prevent everyone from having a common understanding of the application.

## 1.5 Risk Analysis

The table below lists the risks that have been identified by the team to this date that could potentially affect the success of the project.

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Risk** | **Probability** | **Cost** |
| Technology | Choose correct RFID reader | 20% | 14 |
| Sponsor | Tracking items in the storage room is an unrealistic requirement. | 100% | 15 |
| Team | Lack of RFID Technology | 100% | 23 |
| Team | Underestimation of tasks | 35% | 2 |
| Team | Other work | 75% | 2 |
| Team | Incorrect Project Design | 15% | 18 |
| **Total** | 74 | | |

**Table 10-1 Risk Analysis**

## 1.6 Risk Severity

The following table lists the severity of every risk that was listed in the previous section along with its corresponding resolution. They are prioritized according to the likelihood of occurrence.

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk** | **Priority** | **Resolution** | **Trigger** |
| Choose Correct RFID reader | High | Learn about RFID technology and possibly borrow a testing reader from Dr. Jones | Lack of knowledge related to RFID technology. |
| Tracking items in the storage room is an unrealistic requirement. | High | Find a technology work around so that we don’t exceed the budget. | Sponsor defines unrealistic requirements. |
| Lack of RFID technology | High | Dr. Jones Students will train us on RFID technology topics. | Identifying the use of the unknown technology in the requirements phase. |
| Underestimation of tasks | Medium | Have an internal calendar with early due dates so that we have time in case of a contingency. | Tendency of the team to underestimate hours for the tasks. |
| Other Work | Low | Distribute the work among the remaining team members. | Team members require to miss a meeting or get assigned extra course work. |
| Incorrect Project Design | High | Consult with several individuals the correctness of our ADS before turning in the baseline document. | Confusion on how to design the Architecture of the system. |

Table 10-2 Risk Severity

## 10.7 Risk Response Planning

The Risk Plan is one of the most critical elements to ensure that the risks are correctly mitigated if not entirely prevented, which will ensure that the project is successfully delivered on a timely manner.

The key driver in this plan is the Risk Manager, who will stay on top of any risks, executing the corresponding risk mitigation steps. The risk mitigation process is described below:

* Risk Identification: The whole team will be responsible for identifying new risks in the different parts of the project that each team member is working. The risks can be either identified before occurrence (preferably) or on time of the occurrence.
* Risk Analysis: Once a risk has been identified, the Risk Manager will schedule a meeting so that all the team members can discuss the priority of each risks and the impact it will create to the project development.
* Risk Management Plan: After coming up with a list of possible risks, the team will define the steps that are needed to mitigate the risk to the lowest impact possible.

## 10.8 Risk Documentation and Reporting

Risks will be properly documented by the Risk Manager, in a special MS Word document which will have as solely purpose to provide detailed information on the risks, as well as the mitigation plan and steps followed by the team. Also, after the risk was mitigated the risk manager should document all the monitoring in case the risk has more impacts than the team had anticipated.

## 10.9 Risk Control

The team has to have a set mind oriented towards Risk Control. To ensure this, the team will put up a sign in their respective cubicle so that in each meeting they are reminded that risks have to be part of each single detail. The risks will be properly documented along with its resolution and monitoring.